



ADVERTISING & LOGO REQUIREMENTS

MECHANICAL SPECS for Conference Preview and Conference Program Ads

PREVIEW MATERIALS DEADLINE: 28 July 2008

Trim Size: 8.5" x 6" / 215.9 x 152.4 mm

Live Area: All type, images, and other critical information must be a minimum of .25" / 6.5 mm inside the trim on all sides.

Trim Size: 8 1/2 x 6 in. / 215.9 x 152.4 mm

Margins: (1/4 in.)
.25 in. / 6.5 mm
Bleeds pulled out: (1/8 in.)
.125 in. / 3.2 mm

Live Area: Full Page Non-bleed:
8 x 5 1/2 in.
203.2 x 139.7 mm
Full Page with bleed:
8 3/4 x 6 1/4 in.
222.25 x 158.75 mm

Full Page Ad Size (Non-Bleed)
8" x 5.5" / 203.2 x 139.7 mm

Full Page Bleed Ad Size
8.75" x 6.25" / 222.25 x 158.75 mm

PROGRAM MATERIALS DEADLINE: 20 October 2008

Trim Size: 6" x 8.5" / 152.4 x 215.9 mm

Live Area: All type, images, and other critical information must be a minimum of .25" / 6.5 mm inside the trim on all sides.

Trim Size:
6 x 8 1/2 in.
152.4 x 215.9 mm

Margins: (1/4 in.)
.25 in. / 6.5 mm
Bleeds pulled out: (1/8 in.)
.125 in. / 3.2 mm

Live Area: Full Page Non-bleed:
5 1/2 x 8 in.
139.7 x 203.2 mm
Full Page with bleed:
6 1/4 x 8 3/4 in.
158.75 x 222.25 mm

Full Page Ad Size (Non-Bleed)
5.5" x 8" / 139.7 x 203.2 mm

Full Page Bleed Ad Size
6.25" x 8.75" / 158.75 x 222.25 mm

CONFERENCE PROCEEDINGS CD AD

The Conference *Proceedings* ad is a sponsorship only ad. This ad will be printed in 4C.

CD AD MATERIALS DEADLINE: 20 October 2008

Trim Size: 4.75" x 4.75" / 120.65 x 120.65 mm

Live Area: All type, images, and other critical information must be a minimum of .25" / 6.5 mm inside the trim on all sides except the bottom.

Trim Size:
4 3/4 x 4 3/4 in.
120.65 x 120.65 mm
Bleeds pulled out on all sides that bleed, 1/8 in.: .125 in. / 3.2 mm

(Slim-Line case)

Live Area – Non-bleed:
4 1/2 x 3 3/8 in. / 114.3 x 82 mm
Bleed:
5 x 3 1/2 in. / 127 x 88.95 mm

CD Instructions

Full Page Ad Size (Non-Bleed)
4.5" x 3.2" / 114.3 x 82 mm

Full Page Bleed Ad Size (Bleeds top, right, and left)
5" x 3.5" / 127 x 88.95 mm

DIGITAL ART REQUIREMENTS

Unless specifically noted, all ad materials should be submitted in CMYK or grayscale, preferably with all additional colors eliminated from the files.

- Preflighted PDF/X-1a files created in QuarkXPress or InDesign with fonts embedded are preferred.
- All submissions other than PDF/X-1a **MUST** include all art, support images, files and fonts.
- A low-resolution PDF proof is required for all ads unless you are already submitting a high-resolution PDF.
- We also accept files created in any of the following software packages:
 - o Adobe InDesign
 - o QuarkXpress
 - o Adobe Illustrator
 - o Adobe Photoshop
- Art created in InDesign or Quark should be packaged or collected for output.
- Files must be stuffed or zipped into an archive file (.sit or .zip) before your ad is forwarded to the FTP site.
- No effort will be made to match colors on advertising unless a contract quality digital proof is supplied: Matchprint, Approval, Chromalin, etc.
- Acceptable Media
 - o CD
 - o DVD
 - o Ads, logos, and/or photos that are submitted as word processing documents (Microsoft Word, Word Perfect, etc.) or PowerPoint file will not be accepted.

4-Color Ads: Supply digital files in CMYK, plus press-accurate color proof. Standard second colors (red, blue, green, yellow) must be built from process colors. PMS equivalents are given for reference only.

- **Red** (equivalent to PMS 185) – 100 magenta plus 70 yellow
- **Blue** (equivalent to PMS 300) – 100 cyan plus 50 magenta
- **Green** (equivalent to PMS 355) – 100 cyan plus 100 yellow
- **Yellow** – 100 process yellow

Technical Specifications: Images must be in CMYK or grayscale, TIFF or EPS files, with a minimum of 300 dpi at 100%. Keep all text, logos, and important graphics a minimum of 1/4 in. (6.5 mm) inside from the trim. Bleeds should extend 1/8 in. (3.2 mm) beyond the trim.

LOGOS

For Printed Materials

The preferred format for logos is Adobe Illustrator EPS. For best results, supplied logos should be vector art. Bitmap logos must be supplied at 600 dpi or greater as an EPS file. A color or black and white proof must accompany the disk. **DO NOT** send logos that are embedded in word processing documents or PowerPoint files.

ART SUBMISSION

Submit Ad Materials To:

Society of Petroleum Engineers
Attn: Mary Jane Touchstone, Advertising Manager
222 Palisades Creek Drive
Richardson, Texas 75080 USA
Tel: +1.972.952.9351
Fax: +1.972.952.9358
Email: mtouchstone@spe.org
marketing@spe.org

FILE TRANSFER REQUIREMENTS TO FTP FILES

Via Internet Browser (PC):

- Type in <ftp://prodftp.spe.org>
- Click on the 08SGPC folder/link
- Go to "File" and then "Login as"
- **Enter User Name:** prod
- **Enter Password:** spe222!

Via Fetch (Mac):

Host: prodftp.spe.org
User ID: prod
Password: spe222!

Place in the folder labeled 08SGPC. Once the file has been uploaded completely, please contact Mary Jane Touchstone with your filename.

Electronic Delivery

DO NOT email files exceeding 3MB. When sending a logo or ad by email, state in the email exactly what the attachment is and include your contact information, in case the attachment corrupts during file transfer.