

LOGO, URL, DESCRIPTION, SOCIAL MEDIA

The 4th Federal Interagency Conference on Traumatic Brain Injury (“FICTBI”) gratefully acknowledges your commitment of unrestricted educational support. To ensure accuracy in our records, and in anticipation of sponsorship signage and FICTBI media recognition, please complete the following and return to the FICTBI **within 5 days of payment**.

Sponsor Organization’s name: _____.

*VERY IMPORTANT! The name above **exactly as provided** will be used everywhere. Please check for typos.*

PLEASE PROVIDE:

- 1) **Logo files** (if not using current logo on file):
 - (1) **.EPS** or **.AI** (for print uses; needs to be true vector-based*) **AND**
 - (2) **.jpg, .png, .gif** (for web/screen recognition)Providing these two formats of the same logo helps to ensure accuracy and efficiency. Thank you!
- 2) **Your company URL** (to be used as hyperlink and in printed Program): _____
Social media handle(s): (so that the FICTBI can support, follow, retweet and like you! Please provide as many as applicable)
 - TWITTER: @ _____
 - INSTAGRAM: _____
 - FACEBOOK: _____
 - LINKED IN: _____
- 3) **Return this Recognition Worksheet** along with **both logo files together in one email to:** FICTBI@ACRM.org

SPECIAL NOTES ABOUT LOGO RECOGNITION:

- **Product vs. Company Logo:** A product logo cannot be used for general recognition.
- **Logo colors:** Logos will be in full-color for digital (web/screen) and full-color format when possible in print. However, single color (b/w / grayscale) may be necessary as determined by the FICTBI.
- **Specialty Items:** When multiple colors are available for specialty items, the FICTBI will determine the appropriate color choice based on product availability and consistency with the event theme.
- **Logo size:** The level of sponsorship will determine the logo size in relation to other logos. The FICTBI will determine the appropriate logo size for a specifically-sponsored item.
- ***IMPORTANT ARTWORK NOTES***: In order for your logo to render optimally in onsite signage and in PDF versions of collateral, logo files must be provided as specified above. **WARNINGS:**
 - If logo is not provided in a true vector-based format (.EPS or .AI), a HIGH-RESOLUTION JPG *may* suffice — but it will appear fuzzy (and possibly unreadable) in PDF format and will be at risk of printing out of focus especially at large sizes. JPGs should be sent in a minimum of 300 dpi at final output size desired. In other words: please send us the largest logo size possible.
 - Rastered artwork (JPGs or PNGs) forced to save as .EPS or .AI do not count as “true vector-based” and will render poorly off-screen.

Date Logo submitted to the FICTBI: _____

Name: _____ Email: _____

THANK YOU!

ACRM | American Congress of Rehabilitation Medicine // JRichard@ACRM.org // +1.703.574.5845