

SYLLABUS ADVERTISING INFORMATION

ADVERTISING NOW BEING ACCEPTED!

Conference Syllabus:

Distribution: Attendees will receive a printed syllabus with the lecture notes from all sessions. There is a small chance that late registrants and walk-ins will receive the syllabus on a CD or after the conference in either printed form or on CD. Any extra syllabi will be available for sale at FxGS table.

Description: The syllabus is printed on both sides of 8 ½ " x 11" paper in black and white. It runs in the neighborhood of 100 to 130 pages and is coil bound in order to lay flat. In addition to the lecture notes for all seventeen sessions, it contains introductory material, conference information, speakers' biographies, vendors list, door prize donors list, and advertising. Speakers are not limited to four pages per session and often submit several more pages, making the syllabus a good reference.

Print Run: We intend to print 300 copies of the syllabus, or as many additional copies as we think we will need based on registrations a few weeks before the conference. If we determine we need more at a later time, we may produce some copies to be available as CD's. We do not intend to produce more than we think we will need for the conference.

Deadline: **The deadline to submit artwork is Thursday, 18 February 2010.** If you cannot make this deadline contact the Syllabus Editor, Jan Fox, either by e-mail (newsletter@fxgs.org) or by telephone at 703/812-4640.

Payment:

Syllabus Ad Rates:

1/8 pg (Business Card)	\$25
1/4 pg	\$50
1/2 pg	\$75
3/4 pg	\$100
1/1 pg Full Page	\$175

Refunds: There will be no refunds after 4 March 2010.

Payment Method: Make checks payable to [Fairfax Genealogical Society](#).

By Mail: Check only. Do not send cash in the mail.

At FxGS meetings and events: Check or cash.

On-Line: Not available.

Credit Card: We cannot process credit card payments.

Paying By Mail: Make checks payable to [Fairfax Genealogical Society](#) and mail both check and ad copy to:

Fairfax Genealogical Society
Attn: Vendor Coordinator
P.O. Box 2290
Merrifield, VA 22116-2290

Combined Payments for Advertising and Vendor Tables: You may combine payments for both advertising and vendor tables into one check and send the ad copy, vendor registration form and check to the address above.

Confirmation: If you do not receive confirmation within three weeks of mailing your check or by 4 March 2010 at the latest, contact both the Syllabus Editor, Jan Fox, either by e-mail (JMF322@verizon.net) and the webmaster at webmaster@fxgs.org. Jan may also be called at 703/812-4640.

Advertising Copy:

General: Electronic and hard copy artwork are both required for all advertisements.

As all advertisements are black and white, please avoid text or clip art in color. Photos that reproduce well in black and white should be okay.

Electronic Format: Electronic artwork can be submitted as PDF files or Microsoft Word or WordPerfect documents. If you prefer another format, please let the editor know in advance.

PLEASE NOTE: If you submit the material in PDF format, please do not put in a security code, because that will prevent the editor from putting in the header and footer or merging it on a page with other information. In such a case, she will need to send the material back to you to have the security code taken out.

Hard Copy: Hard copy printout is required so that the editor can see how you intend the material to look. This will help when we talk to the printer. See the contact information below.

Points of Contact:

Syllabus: Submit your electronic copy and any questions about preparations for the syllabus to Jan Fox at e-mail (newsletter@fxgs.org). You may also call with questions to (703) 812-4640.

Anything Else: If you have any questions about anything else concerning the conference, contact Gordon Erickson, Conference Chair at 703-254-6905 (cell) or by e-mail at conference@fxgs.org.

Fairfax Genealogical Society website: www.fxgs.org