

E-DRIVER GUIDELINES

All information listed below is to be submitted to corentin.ruy@mci-group.com

- ✓ Your e-driver must be submitted either in HTML format or as an image file. **We strongly recommend preparing the e-driver in HTML to maximize its success.**
- ✓ **Please confirm your preferred date of sending by Tuesday 11 August 2020.** We recommend sending e-drivers on the final days leading up to the meeting, between 14-17 September 2020.
- ✓ The deadline to submit your e-driver file is **one week prior the date of sending.**
- ✓ Please make sure to provide us with the subject line of the e-driver. **Recommended length: less than 50 characters.**

HTML REQUIREMENTS

Safe to use	Use with caution	Do not use
<ul style="list-style-type: none"> ✓ static, table-based layouts ✓ HTML tables and nested tables ✓ template width of 600px-800px ✓ simple, inline CSS ✓ web safe fonts 	<ul style="list-style-type: none"> • background images • custom web fonts • wide layouts • image maps • embedded CSS 	<ul style="list-style-type: none"> × JavaScript × <iframe> × Flash × embedded audio × embedded video × forms × <div> layering

IMAGE FILE REQUIREMENTS

Prepare a PNG or JPG image (800px x 1100px) width x height not more than 500kb (bear in mind that images only e-drivers are more likely to arrive as spam)