



National Conference on Education™
Produced by the American Association of School Administrators
Pre-Registration Mailing Lists for Exhibitors and Sponsors

Postal List Option 1: December

- Available December 2023
- Estimated 1,600 opt-in names
- \$575 base price plus \$85 fulfillment

Postal List Option 2: January

- Available Jan. 2024
- Estimated 2,000 opt-in names
- \$725 base price plus \$85 fulfillment

Postal List Option 3: Post-Conference Follow-up

- Available after March 1, 2024
- Estimated 2,200 opt-in names
- \$725 base price plus \$85 fulfillment

Mailers –You must include the following language on your mail piece: *“This event is not part of the official AASA National Conference on Education as planned by the Program Committee.”*

MGI believes the data contained within each list to be correct, but cannot guarantee the outcome of any mailing. In no event will MGI's liability exceed the cost of the list. **List rentals are for one time use only.**

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Email Option 1: December

- Available December 2023
- \$625 base price plus setup costs (see below)

Email Option 2: January

- Available Jan. 2 – Feb. 13, 2024
- \$825 base price plus setup costs (see below)

Email Option 3: Post-Conference Follow-up

- Contact MGI to check availability, quantities, and costs

Required on all email messages:

- Conference email messages must be pre-paid in full
- \$50 per-thousand-names transmission fee
- \$100 per setup (HTML + text = 1 setup)
- Approved message is transmitted for you
- Messages go to opt-in names only
- Base price includes 2 tests; \$100 each additional test
- \$100 rush fee if faster than 3 day turnaround required

Optional email services available:

- \$100 per additional setup of message contents
- \$100 additional if personalized within content
- \$100 additional per split
- \$100 additional to host images for sender
- \$200 additional to run mailer-provided suppression list
- \$25 per tracking report



2024 NCE Postal Mailing List Order Form

Postal List Option 1: December

- Available December 2023
- \$575 base price plus \$85 fulfillment cost
- estimated 1,600 names

Postal List Option 2: January

- Available January 2024
- \$725 base price plus \$85 fulfillment cost
- estimated 2,000 names

Postal List Option 3: After NCE

- Available after March 1, 2024
- \$725 base price plus \$85 fulfillment cost
- estimated 2,200 names

\$85 fulfillment fee required for all conference postal mailing lists.

▪ **Lists are fulfilled to you by email** in Excel format.

Provide the email address where we will ship your list _____

▪ Pre-registration lists are available for purchase by exhibitors or sponsors; others may purchase the post-conference list.

▪ The number of names available (the counts) changes throughout the registration period and opt-outs are excluded. Your final count and actual cost will be confirmed before your order ships to provide your printing and postage quantity.

▪ **These are POSTAL lists for one-time direct mail use only; no phone, fax, or email included or permitted.**

▪ Your sample mail piece is required before your order can be confirmed. If you plan to use the list for reference only, provide a statement to that effect.

What is your scheduled **Mail Date?** _____ **Your Need-By Date?** _____

Billing information:

ACH

Send me a credit card payment form. Note: 3% convenience fee will be added

I will mail a check.

Your Organization/Company Name _____

Bill to the Attention of: _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

Prices quoted above are not commissionable; qualified brokers may call to inquire about terms.

2024 NCE Email Message Order Form for Exhibitors and Sponsors



Complete & return this form to MGI and email the HTML and text versions of your proposed email message.
Also check MGI's Guidelines for HTML Design.

1 Select the general timing for delivery of your email message.

Email Option 1

Available December 2023
\$625 base price plus setup costs
Estimated 1,300 names

Email Option 2

Available Jan 2 – Feb 13, 2024
\$825 base price plus setup costs
Estimated 1,500 names

Email Option 3

Contact MGI to check availability, quantities, and costs

Transmission costs for email messages:

(required) \$100 testing fee after 2 tests
(optional) \$100 host sender's images (optional)
(optional)

\$100 for each setup (required)

\$200 suppression list (optional)

\$100 per split (optional)

\$50/M transmission fee

\$100 personalization

\$25 per tracking report

2 Billing information. Conference email messages must be prepaid before the message is deployed.

Send me a credit card payment form. Note: 3% convenience fee will be added.

I will mail a check.

Organization/Company Name _____

Bill to the Attention of: _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

3 REQUIRED Information on every email Message:

a. Whose name is displayed as the SENDER of your message? Your email will be: **FROM:** _____

From: Name or Company name *The active email for bounces will be noreply@mgilists.net*

b. What is your SUBJECT line? (Recommended length 35 characters or shorter.)

SUBJECT LINE: _____

c. Remember to include your organization's **complete physical address** on the outbound email message, and "This event is not part of the official AASA National Conference on Education as planned by the Program Committee."

4 TEST MESSAGE. MGI and you—as the sender—will receive and *must approve* a test message before the email message is cleared to transmit. Specify one or more email addresses to receive and approve the test message (**Tests go out immediately prior to your selected delivery date. If you will be traveling then, tell us who can approve the test if you are not available.**)

CBrecht@MGILists.com

_____ @ _____

5 YOUR DESIRED EMAIL DELIVERY DATE: _____



A DIVISION OF MARKETING GENERAL INCORPORATED

We offer some basic guidelines to help improve the deliverability of your message to an email list managed by MGI.

Guidelines Group 1, to help your message avoid being marked as SPAM.

- Avoid using exclamation points (!), dollar signs (\$), and ALL CAPS in the subject line.
- Keep your subject line brief and to the point.
- Avoid using exclamation points (!) and dollar signs (\$) in the email body.
 - Limited usage is okay; avoid repeated usage.
- Avoid SPAM trigger words in the subject line or email content.
 - Examples of these are “free,” “guarantee,” “guaranteed,” “dear,” “50%,” “100%,” “click,” “click here.”
- Use an equal balance of images and text.
- Use alt tags (alternative text tags) on all images.
 - These tags will display if the recipient has disabled images.
 - This will increase the ratio of text-to-images and help SPAM filters determine the email content.
- **Avoid putting text inside images.**
 - Email clients cannot read text embedded within images, so when an email has little other text it is typically marked as SPAM.

Guidelines Group 2, to help your message deliver successfully across many email clients in popular use (including Microsoft, Gmail, Hotmail).

- Use standard HTML. Do not use Javascript.
- Use alt tags (alternative text tags) on *all* images. These tags will display if the recipient has disabled images.
- Avoid setting image width or height.
 - Most email programs will only display images in their true size.
 - It is best to include the image height and width settings to keep the email spaced properly when images are disabled.
- Avoid using background images.
 - Most email programs will ignore background images.
 - If you do use background images, be sure to set a default background color.
- Use nested tables for the email layout.
 - CSS is a style sheet language used for defining the formatting of a document. Most cascading style sheets (or CSS) styling will not render correctly.
 - Avoid left and right margin settings. Those settings will be ignored by many email programs.