



SPONSOR CHECKLIST

Step 1: Company Profile

Provide your company profile when registering.

Prepare your company profile. We will include this information in our conference app. This information should be provided during the registration process.

- Company Name
- Contact Name
- Contact Email
- Contact Phone Number
- Contact Title
- Company URL
- Full business address
- Brief description of what you do

Step 2: Company Logo

Provide your company logo file by **April 24, 2026**.

Send your company logo in the following file format to **events@najit.org**.

Logo file for the conference app: Your logo graphic needs to be 294 x 84 px (minimum) or a larger size in proportion to this in a jpg or png format. File size cannot exceed 256KB. Please send an additional logo file for the virtual event platform.

Event Lobby Logo: Your logo graphic needs to be 130 X 260 px (minimum) or a larger size in proportion to this in a jpg or png format. File size cannot exceed 256KB.

Step 3: Banner Graphic

Provide your banner graphic by **April 24, 2026**.

NAJIT will display your clickable banner on our conference sponsors & exhibitors recognition page, which is promoted to 1,100 members and over 6,000 email subscribers. The banner ad must be 468 x 60 pixels in JPG format. Please send your banner graphic along with the URL link to **events@najit.org**. If you do not have a banner graphic, we will use your logo.