

**Technical Specifications for 3<sup>rd</sup> Party Content (Posted on the BCNPA Web)**

- Advertisements that meet the technical specifications outlined below must be received by the 15th day of the month in order to be posted on the BCNPA website on the 30<sup>th</sup> day of that month.
- Advertisements must be submitted to [info@bcnpa.org](mailto:info@bcnpa.org).

| Type of Sponsored Content                | Requirements  | Fees  | Where the Ad will be Placed  | How Long Ad will be Posted   |
|--|---|---|--|--|
| Employment Opportunities or Job Postings | Buyers must provide: <ul style="list-style-type: none"> <li>• A contact name, e-mail address and mailing address for billing</li> <li>• One-page PDF file containing the details of the posting including               <ul style="list-style-type: none"> <li>○ Job title you are posting for</li> <li>○ Description of the role</li> <li>○ What information candidates need to submit and how</li> <li>○ Closing date for applications</li> <li>○ Agency's logo</li> <li>○ Contact information for the posting</li> </ul> </li> </ul>     | \$200 per posting, (taxes included)<br><br>\$25.00 per posting for non-profit orgs. | bcnpa.org/members/jobpostings/   | <b>Until after posting closing date</b>  |
| Events                                   | Buyers must provide: <ul style="list-style-type: none"> <li>• A contact name, e-mail address and mailing address for billing</li> <li>• One-page PDF file of the event including               <ul style="list-style-type: none"> <li>○ Name, date, and location of the event</li> <li>○ Who the event is targeting</li> <li>○ Purpose and description of the event</li> <li>○ Registration process, fees, and deadlines</li> <li>○ Sponsoring agency's/agencies' logos</li> <li>○ Contact information for the event</li> </ul> </li> </ul> | \$200 per posting (taxes included)  | bcnpa.org/events/<br><br>*Web publishers add "Sponsored Message" after the title of the event to indicate that it is not a BCNPA event.<br><br>E.g. ABC Event, January 1, 2010 (Sponsored Message) | <b>Until after date of event.</b>  |
| Online courses from other organizations  | Buyers must provide <ul style="list-style-type: none"> <li>• One-page PDF file of the course including               <ul style="list-style-type: none"> <li>○ Name, date, and location of the session</li> <li>○ Who the course is targeting</li> <li>○ Purpose and description of the course</li> <li>○ Enrolment process, fees, and deadlines</li> <li>○ Agency's/agencies' logos</li> <li>○ Contact information for the event</li> <li>○ A web link to where the course is located, if applicable</li> </ul> </li> </ul>                 | Free  | bcnpa.org/members/resources  | <b>Until after completion of course (To be reviewed annually for ongoing courses.)</b> |

