

# Instructions for Submitting Biographical Information to the National Embryo Donation Center (NEDC) Web Site By the Waiting Adoptive Family

## **Letter to Family Donating Embryos**

- Length: One to 1 ½ pages without photographs. Compose letter on your computer using Microsoft Word, using 12-point Arial font. Arial is our standard font for Waiting Adoptive Families information. Save the letter to a 3.5-inch floppy disk as a Word file. For example: Letter.doc
- If you do not have Microsoft Word on your computer, save the letter to a 3.5-inch floppy disk as a RTF file. For example: letter.rtf
- Remember, this letter is written for the Family Donating their frozen embryos to learn about you and your family. Include enough information about yourselves to get the Donating Families attention and to move them to seek more information about you from the National Embryo Adoption Center.
- Please include a printout of your letter.

## **Photographic Prints**

- Select three (3) standard-sized (either 3x5 or 4x6) photos (no more) to accompany your letter. We suggest that you include one close-up of you and your spouse.
- We will scan the photos (without charge) and return them to you when finished.
- We CANNOT use professional photographs unless we have a signed release form from the photographer or photo studio.

## **Scan Your Own Photos**

- If you have the ability to scan your own photos, please save them as JPEG files and put them on the disk with your letter.
- **DO NOT** compose the letter with the photos as part of your letter.
- The photos should be 3 separate JPEG files. For example: photo1.jpg; photo2.jpg; photo3.jpg

## **SUMMARY of What You Need to Give to the NEDC Office:**

- Floppy disk with the saved file of the letter to the Family Donating the Embryos
- Hardcopy of the letter to the Family Donating the Embryos
- Photographs, either as prints or JPEGs
- A signed media release form giving us permission to publish your information. NEDC will supply you with this form.
- Your contact information, such as your e-mail or daytime telephone number, in the event that we have any questions.

If you have any questions, please feel free to contact the NEDC at (865) 218-6600 or [info@embryodonation.org](mailto:info@embryodonation.org).