

## COSM 2019 Poster Guidelines and Templates

COSM has partnered with Genigraphics to provide poster session services for the 2019 Spring Meetings, taking place May 1-5, 2019, at the JW Marriott Austin. Please visit [www.cosm.md](http://www.cosm.md) for general information about the meeting.

Clinical and research posters are an integral part of COSM. In addition to the printed posters, all COSM posters will be available for viewing online on the COSM mobile app and via [www.researchposters.com](http://www.researchposters.com) (Conference Code = COSM2019) and will remain available after the meeting as part of a permanent online archive. Each poster board position will have a label with a QR code that links directly to your online ePoster. **Therefore, electronic submission of all posters is MANDATORY.** There is no charge for submitting your file and the process takes only a few minutes.

Go to [www.genigraphics.com/COSM](http://www.genigraphics.com/COSM) to upload your ePoster file. There you will also find the poster session schedule, poster format requirements, free PowerPoint templates, and special offers for printing and hanging your poster. The deadline to upload is **1pm Central Time on Friday, April 12, 2019.**

Posters will be displayed in Griffith Hall at JW Marriott Austin.

### 1st Combined Poster Session: **AAFPRS, ABEA, AHNS, ALA**

Event	Wednesday May 1	Thursday May 2
Poster Set-up	9:00am - 1:00pm	
Poster Session	1:00pm-7:00pm	9:00am - 7:00pm
Reception		5:30pm - 7:00pm
Poster Removal*		7:00pm - 8:00pm

All times are listed for Central Time Zone. \*Posters not picked up by 8:00pm Thursday evening will be discarded.

### 2nd Combined Poster Session: **ANS, AOS, ASPO, and TRIO**

Event	Thursday May 2	Friday May 3	Saturday May 4
Poster Set-up	8:00pm - 10:00pm	7:00am - 9:00am	
Poster Session		9:00am - 7:00pm	9:00am - 5:00pm
Reception		5:30pm - 7:00pm	
Poster Removal**			5:00pm - 6:00pm

All times are listed for Central Time Zone. \*\*Posters not picked up by 6:00 pm Saturday evening will be discarded.

### POSTER FORMAT REQUIREMENTS

Your poster must meet these guidelines or use one of the templates at [www.genigraphics.com/COSM](http://www.genigraphics.com/COSM).

- **IMPORTANT: Posters are to be no larger than 44" tall by 30" wide.**
- A copy of the abstract must be incorporated into the poster or may be attached as a separate sheet.
- A section at the top of the poster must contain the Title, Authors, and Affiliations.
- Files must be in PowerPoint (.ppt or .pptx) or Adobe Acrobat (.pdf) file format.
- Fonts other than standard Windows TrueType must be embedded in the file.

## COSM Poster Printing by Genigraphics®

All presenters are also REQUIRED to display a printed poster at the meeting. You can arrange your own printing or have your poster printed through Genigraphics — where every order receives a free design review by one of our production specialists. Posters can be shipped anywhere in the US or Canada or delivered directly to the meeting.

### POSTER HANGING SERVICE - A Genigraphics Exclusive!

There is an option on the order form to have Genigraphics hang your poster at the meeting. There is a \$19.95 fee for this service. We will locate your assigned space and hang the poster on the panel prior to the start of the poster session. If you've ordered handouts we will hang them in a folder at the base of the display. Poster carry tubes will be stored at the poster pick up station and labeled with your name and poster number.

### POSTER PICK UP STATION

If you are having Genigraphics ship your poster directly to the meeting and you will be hanging it up yourself, please see a Genigraphics representative at the poster pick up station in Griffith Hall (adjacent to the poster session area). Pick up times are as follows:

#### AAFPRS, ABEA, AHNS, ALA

- 9:00am to 1:00pm on Wednesday May 1<sup>st</sup>

#### ANS, AOS, ASPO, TRIO

- 8:00pm to 10:00pm on Thursday May 2<sup>nd</sup>
- 7:00am to 9:00am on Friday May 3<sup>rd</sup>

### POSTER PRICING

Sample Genigraphics pricing\* for a standard 44" x 30" poster:

- Premium Matte Paper = \$60
- Photo Glossy Paper = \$68
- Gloss Lamination = \$82
- Matte Lamination = \$88
- Foldable Fabric = \$96
- Shipping direct to the meeting = \$10
- Poster Carry Tube = \$25
- Color Handouts (8.5x14) = \$1.35 each
- Poster Hanging Service = \$19.95 for 1st poster, \$10 for each additional
- Return Shipping (U.S. only) = \$35 for 1st poster, \$7.50 for each additional

\*Go to [www.genigraphics.com/COSM](http://www.genigraphics.com/COSM) for complete details, print deadlines, and pricing options. If you have any questions regarding poster session services for the 2019 Spring Meetings, please contact Genigraphics at **1-800-790-4001** (US & Canada). Overseas customers please call: +(1) 913-441-1410. Or send us an email at [info@genigraphics.com](mailto:info@genigraphics.com).

