

COSM 2021 VIRTUAL

APRIL 7-11, 2021 // COSM.MD

POSTER GUIDELINES

Thank you for your participation in COSM 2021 Virtual, April 7-11, 2021!

General Poster Information

- Poster will be presented virtually through COSM's virtual platform, CadmiumCD
- Posters will be available for viewing by registered attendees during the official meeting dates Wednesday, April 7 through Sunday, April 11, 2021, in addition to, on-demand following the meeting
- Each poster will be submitted electronically with an audio file (3-minute maximum)
- Posters are due two weeks prior to the meeting on March 24
- Visit www.cosm.md for general information about the meeting

Timeline

- **Week of February 8:** Poster Presenters will receive an email with a login to Cadmium's Harvester
- **March 1:** Presenter tasks due (update profile, upload bio and image, etc.)
- **March 24 at 11:59 AM CT: Poster and audio files are due**
- **April 1:** Poster judging begins
- **April 7-11:** Posters available 24/7 during COSM 2021. Presenters should check-in daily to answer attendee questions

Preparing your Poster

- Posters must be submitted in an Adobe Acrobat (.pdf) file format and with the highest resolution possible
- Poster dimensions may vary, as long as they maintain a 16:9 aspect ratio (ratio of width to height). However, as participants will be viewing posters on their computer screens it is recommended that posters be readable without zoom when displayed at full-screen width
- The PDF Poster is limited to one single page
- Fonts should be sans-serif (e.g., Arial, Calibri, etc)
- Minimum font size should not be smaller than 6pt
- For easier readability on a smaller screen, we recommend arranging information blocks like
1 > 2 > 3
4 > 5 > 6
7 > 8 > 9
instead of the print poster tradition of
1 4 7
v v v
2 5 8
v v v
3 6 9

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- List all disclosures once at the bottom of the Poster
- Product or company logos must *never* be used
- Non-commercial institutions (e.g., universities, non-profit associations, and government agencies) logos may appear

Submitting your Poster and Audio File

- The presenting author will receive an email with login information for the Poster Harvester
- Login to the Poster Harvester to locate the task for Poster Uploads and upload your PDF Poster
- You must upload your Poster before you are able to record audio. It may take up to 30 minutes for your Poster to be available to record audio after uploading
- After successfully uploading a Poster, select the Poster Audio task
- Follow the instructions within the task to record your Poster Audio
- Your Poster Audio is recorded directly within the task. Be sure to review the audio before publishing it

During the Meeting

- Login to the meeting platform
- Go to Posters, click on your Poster
- Answer any questions regarding your Poster posted in the chat
- Poster authors are requested to access their Poster page daily throughout the remainder of the live meeting days to answer any questions posted in the chat

Need Help? Contact us at cosmsupport@facs.org for uploading issues and any of the above instructions.

To contact ANS/AOS about the information below, please contact Kristen/Ashley at

AOS Email: administrator@americanotologicalsociety.org

ANS Email: administrator@americanneurotologysociety.com

ANS & AOS Poster Presenters,

We are excited to showcase the great ANS/AOS posters during our virtual COSM meeting. With that said, we strongly encourage you to add the 3 minute AUDIO FILE with your poster. We are hoping to have this great feature available at all meetings going forward.

Please be sure you meet the deadline to upload your poster and add your AUDIO file by WEDNESDAY, MARCH 24 NOON CT. Anyone missing the deadline will be ineligible for an award.

ANS POSTER PRESENTERS - Your manuscript must be submitted to O&N, Inc by Midnight PT on Friday, March 12th. Failure to do so could result in your poster being withdrawn by default.

AOS POSTER PRESENTERS - There is NO manuscript required for posters, however we encourage you to submit if you'd like.

PLEASE DO NOT WAIT TIL THE LAST DAY TO DO THIS, THE SERVER MAY BE BOGGED DOWN WITH ENTRIES.