



TRIOLOGICAL SOCIETY 121ST ANNUAL MEETING AT COSM

APRIL 20-21, 2018 • GAYLORD NATIONAL RESORT • NATIONAL HARBOR, MD

POSTER GUIDELINES AND TEMPLATES

The Triological Society and all COSM societies have partnered with Genigraphics to provide poster session services for the 2018 Spring Meetings, taking place April 18-22, 2018, at the Gaylord National Resort and Conference Center.

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 at www.researchposters.com (Conference Code = COSM2018) 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.

The Triological Society requires that poster presenters be at their posters during all breaks in our scientific program. We also require poster presenters to attend our Meet the Authors poster session to meet and interact with attendees. **The Triological Society offers monetary poster awards. In order to be eligible for a poster award, your poster must be in place by Friday at 9:00 am.**

Manuscript submission to one of the Society's journals, *The Laryngoscope* or *Laryngoscope Investigative Otolaryngology*, for Triological Society poster presentations is optional. If you plan to submit a manuscript, please review the following:

- The Society retains the right of first refusal to publish any paper presented at a Triological Society Meeting, therefore, if you plan to submit a manuscript, you must submit it to *The Laryngoscope* or *Laryngoscope Investigative Otolaryngology*.
- Submitting authors have agreed at the time of abstract submission that the material has not been submitted for publication, published or presented previously at another national or international meeting and is not under consideration for presentation at another national or international meeting. The penalty for simultaneous submission/publication is prohibition from presenting at a Triological or COSM meeting for a period of three years.

Go to www.genigraphics.com/COSM to find the poster session schedule, poster format requirements, free PowerPoint templates pre-sized for this meeting, ePoster upload instructions, and special offers for printing and hanging your poster.

Important Poster Session Events:

Posters will be displayed in Prince George A Exhibit Hall at Gaylord National Resort and Conference Center.

2nd Combined Poster Session: ANS, AOS, ASPO, TRIO

Event	Thursday April 19th	Friday April 20th	Saturday April 21st
Poster Set-up	8:00pm - 10:00pm	7:00am - 9:00am	
Poster Session		9:00am - 4:00pm	9:00am - 4:00pm
Reception		5:30pm - 7:00pm	
Poster Removal**			4:00pm - 5:00pm

All times are listed for Eastern Time Zone. **Posters not picked up by 5pm 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.

- **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 to the upper left-hand corner of the panel.
- A section at the top of the poster must contain the Title, Authors, and Affiliations.

ePoster File Submissions:

All presenters are REQUIRED to submit their poster files for the ePoster session.

- Files must be submitted no later than **1pm Central Time on Wednesday, April 4th, 2018.**
 - **Please note this deadline is TWO WEEKS PRIOR TO THE MEETING.**
- 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.
- Once you have your poster file completed, proceed to www.genigraphics.com/COSM and click the “ePoster File Submissions” section to begin the upload process. You will have the option to order a printed poster at the end of the upload.

COSM Poster Printing by Genigraphics®

Poster Printing:

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 check the box on the order form to have your poster 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 Prince George A Exhibit Hall (adjacent to the poster session area). Pick up times are as follows:

ANS, AOS, ASPO, TRIO

- 8:00pm to 10:00pm on Thursday April 19th
- 7:00am to 9:00am on Friday April 20th

Poster Print Price Guide:

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

*Valid for orders placed by Wednesday April 4th. Go to www.genigraphics.com/COSM to view complete pricing options. Every order receives a free Design Review by one of our production specialists.

If you have any questions regarding poster session services for the 2018 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.



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