



TRIOLOGICAL SOCIETY 122ND ANNUAL MEETING AT COSM MAY 3-4, 2019 • JW MARRIOTT • AUSTIN, TX

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 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 (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 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 Griffin 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.
- **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.

TRIOLOGICAL SOCIETY POSTER AWARDS

To be eligible for a monetary poster award, your poster must be in place by Friday at 8:00 am. Additionally, your poster must be electronically submitted to Genigraphics by 1:00 pm Central time on April 4th.

REQUIRED ATTENDANCE

Poster presenters are required to be at their posters during all breaks in the scientific program and are also required to attend the "Meet the Authors" poster reception on Friday evening, May 3rd, starting at 5:30 pm to discuss posters with attendees.

MANUSCRIPT PREPARATION AND SUBMISSION

Manuscript submission to *The Laryngoscope* or *Laryngoscope Investigative Otolaryngology* for poster presentations is optional, but encouraged.

- **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 the Open Access journal, *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.
- Instructions for Authors and the link for online submission are available at <http://mc.manuscriptcentral.com/lscope> OR <http://mc.manuscriptcentral.com/larynivesotohns>



Genigraphics®

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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 Griffin Hall (adjacent to the poster session area). Pick up times are as follows:

AAFPS, ABEA, AHNS, ALA

9:00am to 1:00pm on Wednesday May 1st

ANS, AOS, ASPO, TRIO

8:00pm to 10:00pm on Thursday May 2nd
7:00am to 9:00am on Friday May 3rd

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 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.