

TRIOLOGICAL SOCIETY 2017 Poster Guidelines and Templates

The Triological Society has partnered with Genigraphics to provide poster session services for the 2017 Combined Sections Meeting, January 19-21, 2017, at the Sheraton New Orleans in New Orleans, Louisiana.

Clinical and research posters are an integral part of the meeting. All Triological Society posters will be available for viewing online at www.researchposters.com (Conference Code = TS2017). The ePoster session will go live on January 18, 2017 and remain available as a permanent online archive. In addition, 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/TRIO 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:

Poster sessions will be held in Napoleon C&D at the Sheraton New Orleans Hotel.

| Event | Wednesday Jan 18 | Thursday Jan 19 | Friday Jan 20 | Saturday Jan 21 |
|--------------------|------------------|-----------------|------------------|-----------------|
| Poster Set-up | 5:00pm - 8:00pm | 7:00am - 9:30am | | |
| Poster Session | | 9:30am – 5:00pm | 7:30am – 12:30pm | 7:30am – 1:00pm |
| "Meet the Authors" | | | | 5:30pm - 7:00pm |
| Poster Removal* | | | | After 7:00pm |

All times are listed for Central Time Zone.

*Posters not picked up by 9am Sunday will be discarded.

Poster Format Requirements:

Your poster must meet these guidelines, or use one of the templates at www.genigraphics.com/TRIO.

- Posters must be **no larger than 44" tall by 44" 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 Friday, January 13th, 2017**.
- 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 prepared, proceed to www.genigraphics.com/TRIO and to upload your file as an ePoster. You will have the option to order a printed poster at the end of the upload.



Genigraphics®

PO Box 860111
Shawnee, KS 66286
800-790-4001

TRIOLOGICAL SOCIETY Poster Printing by Genigraphics®

Poster Printing:

All presenters are 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 prints through Genigraphics must be ordered no later than **1pm Central Time on Friday, January 13th**. Order by 1pm Central on Wednesday, January 11th to take advantage of our economy "Plan Ahead" pricing.

POSTER HANGING SERVICE - A Genigraphics Exclusive!

Select the 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 leave them at the base of the display. Poster carry tubes will be labeled with your name and poster number and held at the Poster Service Desk.

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 Service Desk in Napoleon C&D (right next to the poster session area). Pickup times are as follows:

- 5:00pm to 8:00pm on Wednesday January 18th
- 7:00am to 9:30am on Thursday January 19th

Poster Print Price Guide:

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

- Premium Matte Paper = \$84.70
- Photo Glossy Paper = \$96.80
- Gloss Lamination = \$115.62
- Matte Lamination = \$125.03
- Foldable Fabric = \$137.13
- Poster Carry Tubes = \$25.00
- Poster Hanging Service = \$19.95 for 1st poster, \$10.00 for each additional poster
- Return Shipping Service = \$35.00



*Valid for orders placed 1pm Central on Wednesday, January 11th under the "Deliver Direct to Conference" or "Plan Ahead" Turnaround options. Go to www.genigraphics.com/TRIO to view complete pricing options.

If you have any questions regarding poster session services for the 2017 Combined Sections Meeting, 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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