



TRIOLOGICAL SOCIETY COMBINED SECTIONS MEETING JANUARY 18-20, 2018 • WESTIN KIERLAND • SCOTTSDALE, AZ

INFORMATION/GUIDELINES FOR POSTER PRESENTERS

Clinical and research posters are an integral part of our meetings. The Triological Society has partnered with Genigraphics to provide services for our meeting, including printing, shipping, and hanging of posters and facilitating the process with our publisher to publish all posters online at www.trimeetingposters.org.

ELECTRONIC POSTER SUBMISSION

Posters will be available for viewing electronically on www.trimeetingposters.org. In addition, each poster board will be labeled with a QR code that corresponds to your ePoster. Our goal is to have 100% participation by our poster presenters, therefore, **electronic submission of all posters is mandatory. All posters must be electronically submitted to Genigraphics by 6:00 pm Central time on January 10, 2018. There is no charge for submitting your file to Genigraphics for the ePoster session** and the process takes only a few minutes. Poster files submission information can be found at www.triological.org/2018sections.html#presenterinfo and click on the *Genigraphics ePoster Submission* link.

POSTER PRINTING & HANGING SERVICES AVAILABLE THROUGH GENIGRAPHICS

Genigraphics offers poster presenters a streamlined electronic process to submit posters for printing, shipping, and hanging. As our designated poster production partner, Genigraphics offers an easy and cost effective solution to ensure your printed poster meets our poster guidelines. Pricing, PowerPoint poster templates and additional information is available on our web site www.triological.org/2018sections.html#presenterinfo. Genigraphics will produce your poster and ship it directly to the Westin Kierland. Genigraphics can hang your poster on the board before the start of the meeting, or you can pick it up on site and hang it yourself. You may **pick up your poster** in the Exhibit Hall at the following times: Thursday, January 18th from 7:30 am - 9:30 am Mountain time.

POSTER INFORMATION - Poster Session Thursday through Saturday

- **Location:** Trailblazer Ballroom
- **Assigned Space:** Your poster number will be posted on your display board and printed in the Triological Society Meeting program book.
- **Set Up:** Thursday, January 18th from 7:00 am - 9:30 am. **All posters must be in place by THURSDAY at 11:00 am in order to be eligible for cash poster awards.**
- **Tear Down:** **Posters MAY NOT be removed until the conclusion of the Poster Reception on Saturday evening - after 7:00 pm. It is the responsibility of the presenter or designee to remove all poster materials on Saturday evening as the poster boards will be dismantled at the conclusion of the poster reception. Posters remaining in Trailblazer Ballroom past 8:00 pm on Saturday will be discarded.**
- **Handouts:** Handouts are encouraged *provided there is no commercial implication, actual or implied.* Tables will be provided within the poster area for handouts. Please note your poster number on your handout so it can be readily located.

REQUIRED ATTENDANCE

It is **required** that poster presenters are at their posters during all breaks in the scientific program. **It is required that all poster presenters attend the “Meet the Authors” poster reception on Saturday evening, January 20th, from 5:45 - 7:00 pm to discuss posters with attendees.**

POSTER AWARDS

Your poster must be in place by Thursday at 11:00 am. Posters not in place by this deadline will be ineligible for poster awards which include a monetary award.

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>

Should you decide to have your poster produced via a source other than Genigraphics the following instructions must be followed:

DIMENSIONS **Poster size cannot exceed 44” x 44”. No exceptions.**

- Title, authors and affiliations should be clearly visible and located at the top.
- A copy of the abstract should be incorporated into the poster or a copy of the abstract may be made available.
- Print should be easily visible from a distance of at least 3 - 4 feet.
- Titles should be at least 1.5” high and general text should be 1/4 - 1/2 inches.
- To maximize the effectiveness of the poster, keep the presentation simple and clear, even if the topic is complex. Your poster should be self-explanatory so you are free to discuss particular points raised in inquiry.
- It is easier for viewers to scan a poster by moving along it systematically rather than zig-zagging back and forth in front of it.
- Do not mount materials on heavy board or they will not stay in place on the display boards.
- Pieces of construction paper and Word documents will not be accepted for presentation.

Contact Information

Triological Society Administrative Office
Marsha Holbert
marsha@triological.org
Phone: 531-355-8900
Fax: 531-355-8905