

# TRIOLOGICAL SOCIETY 2018 Poster Guidelines and Templates

The Triological Society has partnered with Genigraphics to provide poster session services for the 2018 Combined Sections Meeting, January 18-20, 2018, at the Westin Kierland Resort in Scottsdale, Arizona.

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](http://www.researchposters.com) (Conference Code = TS2018). The ePoster session will go live on January 17, 2018 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](http://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 Trailblazer Ballroom at the Westin Kierland Resort.

Event	Thursday January 18	Friday January 19	Saturday January 20
Poster Set-up	7:30am – 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*			7:00pm – 7:30pm

All times are listed for Mountain Time Zone.

\*Posters not picked up by 7:30pm Saturday will be discarded.

## Poster Format Requirements:

Your poster must meet these guidelines, or use one of the templates at [www.genigraphics.com/TRIO](http://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 **6pm Central Time on Wednesday, January 10<sup>th</sup>, 2018**.
- 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](http://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.

Order your poster print by **6pm Central Time on Wednesday, January 10<sup>th</sup>, 2018** to take advantage of our economy "Plan Ahead" pricing. RUSH orders will be accepted until 1pm Central Time on Saturday, January 13<sup>th</sup>.

### **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 the Trailblazer Ballroom (right next to the poster session area). Pickup times are as follows:

- 7:30am to 9:30am Mountain time on Thursday January 18<sup>th</sup>

## Poster Print Price Guide:

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

- Premium Matte Paper = \$87
- Photo Glossy Paper = \$99
- Gloss Lamination = \$121
- Matte Lamination = \$129
- Foldable Fabric = \$141
- Poster Carry Tubes = \$25.00
- Poster Hanging Service = \$19.95 for 1<sup>st</sup> poster, \$10.00 for each additional poster
- Return Shipping = \$35.00 for 1<sup>st</sup> poster, \$7.50 for each additional

\*Valid for orders placed 6pm Central on Wednesday, January 10th under the "Deliver Direct to Conference" or "Plan Ahead" Turnaround options. Go to [www.genigraphics.com/TRIO](http://www.genigraphics.com/TRIO) to view complete pricing options.

If you have any questions regarding poster session services for the 2018 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](mailto:info@genigraphics.com).



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