



## COSM 2024 Poster Guidelines

Thank you for your participation at COSM 2024 as a Poster Presenter. COSM will be held May 15-19, 2024, at the Hyatt Regency Chicago. Please visit [www.cosm.md](http://www.cosm.md) for general information about the meeting. Please take care to read through all Poster Presenter guidelines.

COSM has partnered with Genigraphics as its poster vendor. Both an onsite printed poster and an ePoster upload are required for COSM 2024. In February, an email will be sent from [info@genigraphics.com](mailto:info@genigraphics.com) to all poster presenters with the following instructions.

### Registration

All Poster Presenters are required to register as an in-person attendee for COSM 2024:

[Registration Information | COSM](#)

The deadline to upload your ePoster is **1:00 pm Central Time on April 15, 2024**.

- Your physical poster will have a label with a QR code that links directly to your ePoster. Therefore, electronic submission of all posters is MANDATORY so it links from your physical poster.
- Visit [www.genigraphics.com/COSM](http://www.genigraphics.com/COSM) for the upload of your ePoster file, poster format requirements, free PowerPoint templates, and special offers for printing, hanging and return shipping your poster (see Physical Printed Poster guidelines below).
- Poster Presenters are required to create a profile on Genigraphics website to accompany your ePoster (and upload information such as a biography).
- Once your ePoster is uploaded into Genigraphics, you may learn about two optional enhancements for your poster experience.
  - **AUDIO/VIDEO**
    - Audio and/or video presentations to accompany your ePoster are strongly encouraged.
    - Audio and video recordings can be up to 3 minutes in length.
    - You can record your audio file either prior to uploading your ePoster or during the ePoster upload process.
  - **CHAT**
    - Each ePoster will have a **CHAT** button in the upper left corner of the screen for Q&A.
    - Viewers will leave questions and comments here in a discussion board format.
    - When a new comment or question is received, the presenting author will receive an email from [info@genigraphics.com](mailto:info@genigraphics.com) alerting them to check the chat for their individual poster.
    - While only one author is notified of new comments, all authors can log in to the ePoster site and respond individually. Viewers do not receive notifications.
    - Accessing the poster chat via the conference app will allow for automatic log in for the poster chat.
    - This site also has a Contact Author button which allows the attendee to privately communicate with you via a form which is emailed to you.
      - Your email address is not revealed to the attendee by our site.
      - The attendee's email address will be at the bottom of the message so you can reply to them.
    - Following COSM 2024, all ePosters will remain available as part of a permanent online archive on the Genigraphics website: [www.researchposters.com](http://www.researchposters.com).

### Physical Printed Poster



- Your physical poster will be displayed in Riverside Exhibit Hall (at the Hyatt Regency Chicago) and will be the same as your ePoster.
- COSM will host two “Meet the Poster Authors” Sessions. The Sessions will be held Thursday and Friday, 5:30 pm – 7:00 pm. Presenters should attend the sessions based on their Poster Group (see below, either Group 1 or 2).
- Posters may be viewed onsite and online—please read the ePoster instructions above regarding additional features.
- Poster Presenters have a few options for displaying their physical poster:
  - Posters printed by Genigraphics can be picked up at the Poster Help Desk (adjacent to the poster session area). The shipping address will prepopulate during the ordering process.
  - Genigraphics can hang posters printed by them for a service fee of \$24.95. Genigraphics will locate your assigned space and hang the poster on the board prior to the start of your poster session. See information below or visit the Genigraphics website for more information: [www.genigraphics.com/COSM](http://www.genigraphics.com/COSM).
  - Print and hang the poster on your own. Please read through poster setup/teardown times below based on your Society.
  - If you choose not to use Genigraphics, you need to travel with your poster or arrange for shipping of your poster to yourself. Below are those shipping instructions for Hyatt Regency Chicago (there is a Fed Ex office inside hotel, and it is your responsibility to bring and hang the poster at Hyatt Regency Chicago.) Shipping address:  
 (Guest Name) (Guest Cell Number)  
 c/o FedEx Office at Hyatt Regency Chicago  
 151 East Wacker Drive, Chicago, IL 60601 (COSM Meeting / May 15-19)

**1st Combined Poster Session: AAFPRS, AHNS, ARS  
(Riverside Exhibit Hall, Hyatt Regency Chicago)**

Event	Wednesday May 15	Thursday May 16
Poster Set-up	9:00am - 1:00pm	
Poster Session	1:00pm - 7:00pm	9:00am - 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: ABEA, ALA, ANS, AOS, ASPO, TRIO  
(Riverside Exhibit Hall, Hyatt Regency Chicago)**

Event	Thursday May 16	Friday May 17	Saturday May 18
Poster Set-up	8:00pm - 10:00pm	7:00am - 9:00am	
Poster Session		9:00am - 7:00pm	9:00am - 6:00pm
Poster Removal**			6:00pm - 7:00pm

All times are listed for Central Time Zone.

\*\*Posters not picked up by 7:00 pm Saturday evening will be discarded.

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 a production specialist. Genigraphics posters will be delivered directly to the meeting and can even be removed and shipped back to you after 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 \$24.95 fee for this service.** Genigraphics 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, they will be hung 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 FORMAT REQUIREMENTS**

Your poster must meet these guidelines or use one of the templates at [www.genigraphics.com/COSM](http://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.

### **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 (adjacent to the poster session area). Below are the hours for the Poster Help Desk and pick up station.

Wednesday May 15	Thursday May 16	Friday May 17	Saturday May 18
9:00am - 7:00pm	9:00am - 10:00pm	7:00am - 7:00pm	9:00am - 6:00pm

### **POSTER PRICING**

Sample Genigraphics pricing\* for a standard 44" x 30" poster ordered by the deadline:

- Premium Matte Paper = \$60
- Photo Glossy Paper = \$68
- Poly Matte = \$83
- Gloss Lamination = \$82
- Matte Lamination = \$88
- Foldable Fabric = \$96
- Poster Hanging Service = \$24.95 each
- Return Shipping (U.S. only) = \$39 for 1st poster, \$7.50 for each additional
- Shipping direct to the meeting = \$10
- Poster Carry Tube = \$27
- Color Handouts (8.5x11) = \$1 each

