COSM COMBINED OTOLARYNGOLOGY SPRING MEETINGS

COSM 2020 Virtual Poster Guidelines and Templates

COSM has partnered with Genigraphics to provide a Virtual Poster Session (VPS). Posters will be available for viewing online at **www.ResearchPosters.com (Conference Code = COSM2020)** beginning on May 15, 2020. CME credits are being offered from May 15 – June 15, 2020; however, the posters will remain available after June 15 as part of a permanent online archive. For more information, go to **https://cosm.md/posters/**

Go to **www.genigraphics.com/COSM** to upload your ePoster file.
There is no charge for submitting your file and the process takes only a few minutes.
If you are an oral presenter, please note that you will not be able to upload your poster until April 15.
The deadline to upload is **1 pm CT on Thursday, April 30, 2020**.

POSTER FORMAT REQUIREMENTS

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

- This is a CME activity. If you, as the presenting author, cited a disclosure on your disclosure form, please also add this to your poster.
- 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 TEMPLATES

- There are no size requirements for the ePosters so if you have already created your poster with the previously supplied templates, you are not required to adjust the format of the poster.
- New templates have been uploaded at **www.genigraphics.com/COSM** in the horizontal orientation with dimensions based on the average screen size.
- To see how ePoster files look on **www.ResearchPosters.com**, use Conference Code COSM2019 to view vertical formats and Conference Code DEMO1 to view horizontal formats.
- All files will receive a complimentary design review.

AUDIO FILE ATTACHMENTS

- New this year! Presenters have the **OPTION** to upload an audio file of up to 3 minutes in length.
- Audio files should be uploaded in mp3, wav, ogg, or m4a file formats.
- Posters with Audio files will include a Play button to enhance the viewing experience.
- To record audio on your computer, one option is **https://online-voice-recorder.com/** which records in mp3 and saves to your downloads folder. Another option is to use Windows Voice Recorder.

VIDEO

- To include a video, place a hyperlink to the video site within the poster.

POSTER DESIGN ASSISTANCE

- If you would like Genigraphics to design your poster, design services are available for a fee.
- Please see the below contact information for a quote and more information.
- You will be asked to send us the name of the desired template from **www.genigraphics.com** and send us all text and images together in the same document and in the desired order.
- Design orders will also need to be received by April 30.

If you have any questions, we can be reached at **info@genigraphics.com** and **1-800-790-4001** (US & Canada). Overseas customers please call: +(1) 913-441-1410.

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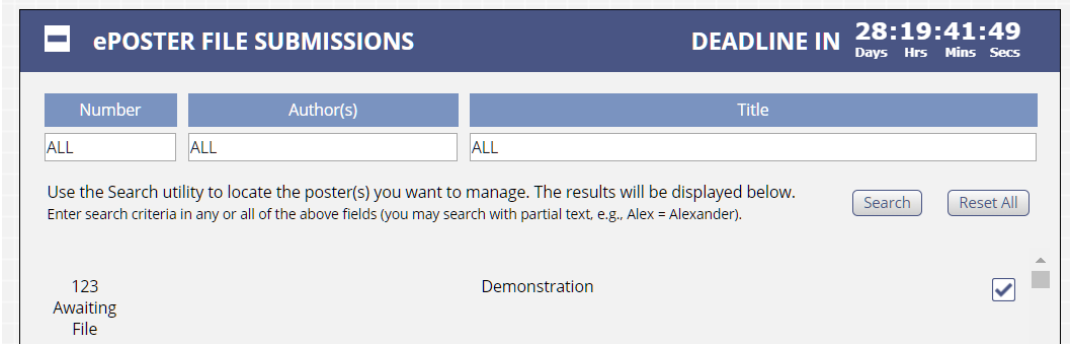
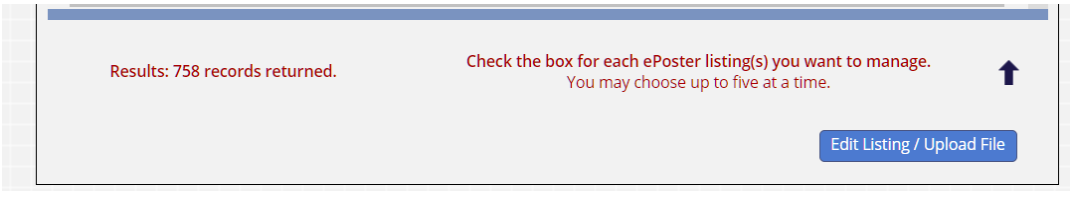
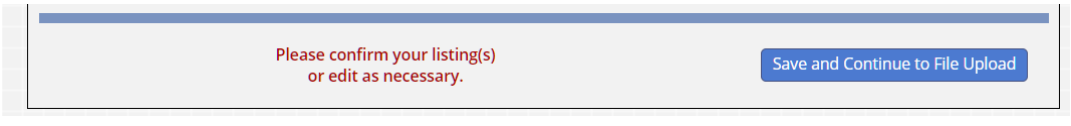
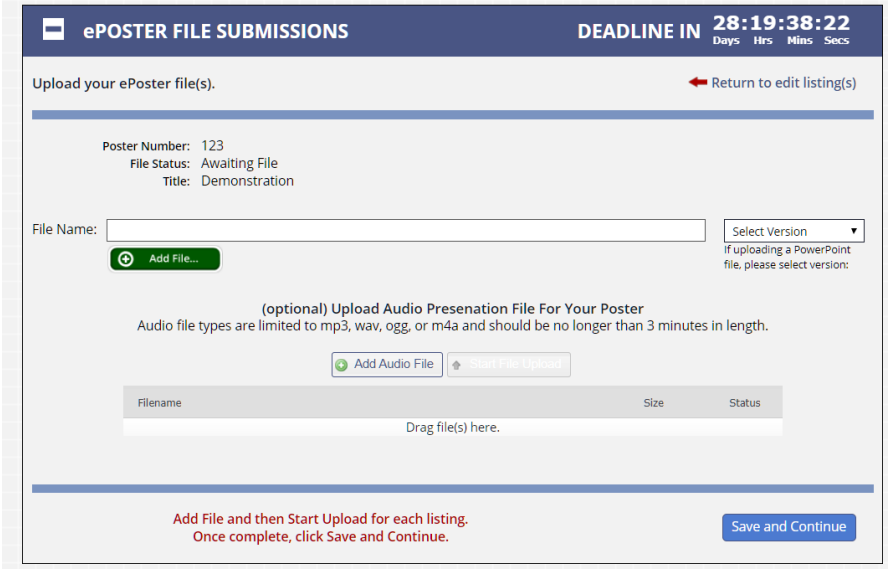
Instructions for Uploading your ePoster and Optional Audio File

Go to www.genigraphics.com/COSM









COSM COMBINED OTOLARYNGOLOGY SPRING MEETINGS

ePOSTER FILE SUBMISSIONS

DEADLINE IN 28:19:36:13 (Days Hrs Mins Secs)

Upload your ePoster file(s).

Return to edit listing(s)

Poster Number: 123
File Status: Awaiting File
Title: Demonstration

File Name: Genigraphics logo.pptx 38 KB 0%

Start Upload

PC - Office 365

If uploading a PowerPoint file, please select version:

ePOSTER FILE SUBMISSIONS

DEADLINE IN 28:19:32:30 (Days Hrs Mins Secs)

Upload your ePoster file(s).

Return to edit listing(s)

Poster Number: 123
File Status: Uploaded (38K)
Title: Demonstration

File Name: COSM2020_123_Genigraphics logo_UploadID-52415.pptx

PC - Office 365

Remove File

(optional) Upload Audio Presenation File For Your Poster

Audio file types are limited to mp3, wav, ogg, or m4a and should be no longer than 3 minutes in length.

Start File Upload

Filename	Size	Status
Demo Audio.mp3	625 kb	0%

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COSM COMBINED OTOLARYNGOLOGY SPRING MEETINGS

ePOSTER FILE SUBMISSIONS

DEADLINE IN 28:19:31:17 Days Hrs Mins Secs

Upload your ePoster file(s).

Return to edit listing(s)

Poster Number: 123
File Status: Uploaded (38K)
Title: Demonstration

File Name: COSM2020_123_Genigraphics logo_UploadID-52415.pptx PC - Office 365

Remove File

(optional) Upload Audio Presenation File For Your Poster

Audio file types are limited to mp3, wav, ogg, or m4a and should be no longer than 3 minutes in length.

Add Audio File | Start File Upload

Filename	Size	Status
Drag file(s) here.		

Note: Presentation file Demo Audio_ID52806.mp3 has been uploaded.

Add File and then Start Upload for each listing.
Once complete, click Save and Continue.

Save and Continue

ePOSTER FILE SUBMISSIONS

DEADLINE IN 28:19:30:19 Days Hrs Mins Secs

Thank you for your participation!

Return to upload file(s)

Poster Number: 123
File Status: Uploaded (38K)
Title: Demonstration

File Name: COSM2020_123_Genigraphics logo_UploadID-52415.pptx
Audio File: Demo Audio_ID52806.mp3

Updates successfully completed.

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