

COSM 2022 DALLAS

APRIL 27 - MAY 1, 2022 // COSM.MD

AAFPRS · ABEA · AHNS · ALA · ANS · AOS · ARS · ASPO · TRIO

COSM 2022 Poster Guidelines

Thank you for your participation at COSM 2022 as a Poster Presenter. COSM will be held April 27-May 1, 2022 at the Hyatt Regency Dallas. Please visit 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 poster and virtual upload are required for COSM 2022. In late February, an email will be sent from 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 2022:

[Registration Information | COSM](#)

Virtual ePosters

- The deadline to upload your ePoster is **11:59 am Central Time on April 13, 2022.**
- 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 to upload 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.
 - **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 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.
 - **AUDIO**
 - 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 are able to record your audio file either prior to uploading your ePoster or during the ePoster upload process.

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- COSM has partnered with Cadmium as the main event platform and for the Mobile App. To access COSM's ePosters, registrants will login to the virtual Cadmium website or the mobile app.
- Following COSM 2022, all ePosters will remain available as part of a permanent online archive on the Genigraphics website: www.researchposters.com.

Physical Printed Poster

- Your physical poster will be displayed in Marsalis Hall (at the Hyatt Regency Dallas) and will be the same as your ePoster.
- This year, COSM 2022 will host "Meet the Poster Authors" Sessions. The Sessions will be held Wednesday-Saturday, 5:30 pm – 6:00 pm. Presenters may attend one or more sessions based on their Poster Group (see below, either Group 1 or 2). Societies may expand upon these sessions or host receptions—please refer to the program of the Society that accepted your poster(s).
- 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:
 - 1.) Print and hang the poster on your own. Please read through poster setup/teardown times below based on your Society.
 - 2.) Genigraphics can hang 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 the poster session. See information below or visit the Genigraphics website for more information: www.genigraphics.com/COSM.
 - 3.) Posters printed by Genigraphics can be picked up at the Poster Help Desk. The shipping address will prepopulate during the ordering process. If you choose not to use Genigraphics, you need to arrange for printing and shipping of your poster to yourself. Below are those shipping instructions for Hyatt Dallas. Please have it arrive no earlier than Friday April 22nd.

(Guest Name) (Guest Cell Number)

c/o FedEx Office at Hyatt Regency Dallas

300 Reunion Blvd. Dallas, TX, 75207 (COSM Meeting / April 27-May 1)

1st Combined Poster Session: **AAFPRS, AHNS, ARS, ALA (Marsalis Hall)**

Event	Wednesday April 27	Thursday April 28
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: **TRIO, ABEA, ANS, AOS, ASPO (Marsalis Hall)**

Event	Thursday April 28	Friday April 29	Saturday April 30
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.

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COSM Poster Printing by Genigraphics®:

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 one of our production specialists. Posters can be shipped anywhere in the US or Canada or delivered directly to 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. 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 hang them 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.

- **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).

AAFPRS, AHNS, ARS, ALA

9:00am to 1:00pm on Wednesday April 27

ANS, AOS, ASPO, TRIO, ABEA

8:00pm to 10:00pm on Thursday April 28

7:00am to 9:00am on Friday April 29

POSTER PRICING

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

- Premium Matte Paper = \$60
- Photo Glossy Paper = \$68
- Poly Matte = \$83
- Gloss Lamination = \$82
- Matte Lamination = \$88
- Foldable Fabric = \$96
- Shipping direct to the meeting = \$10
- Poster Carry Tube = \$27
- Color Handouts (8.5x14) = \$1.35 each
- Poster Hanging Service = \$24.95 each
- Return Shipping (U.S. only) = \$39 for 1st poster, \$7.50 for each additional

*Go to www.genigraphics.com/COSM for complete details, print deadlines, and pricing options. If you have any questions regarding poster session services for COSM 2022, please contact Genigraphics at info@genigraphics.com or +(1) 913-441-1410 or 800-790-4001 (US & Canada).