



COSM 2025 Poster Guidelines

Thank you for your participation at COSM 2025 as a Poster Presenter. COSM will be held May 14-18, 2025, at the Hyatt Regency New Orleans. Please visit www.cosm.md for general information about the meeting. Please take care to read through all Poster Presenter guidelines. It is the responsibility of all presenters to adhere to requirements and deadlines.

COSM has partnered with Genigraphics as its poster vendor. Both an onsite printed poster and an ePoster upload are required for COSM 2025. In 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 2025. **All individuals must have a name badge to enter the Exhibit Hall, please plan accordingly.** [Registration Information | COSM](#)

The deadline to upload your ePoster is **1:00 pm Central Time on April 14, 2025.**

- 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 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).
- Following COSM 2025, all ePosters will remain available as part of a permanent online archive on the Genigraphics website: www.researchposters.com.
- The ePoster site has 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.
 - The audio should be uploaded as a separate audio file rather than as part of the PowerPoint.
 - You can record your audio 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 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.



ABEA, AHNS, ALA,
ANS, AOS, ARS, TRIO

- 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 the site.
 - The attendee's email address will be at the bottom of the message so you can reply to them.

Physical Printed Poster

- Your physical poster will be displayed in Elite Hall – Main Tower, 1st Level (at the Hyatt Regency New Orleans) 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). Additional inquiries regarding your poster presentation timing should be directed to the [Society](#) that invited you to present.
- Posters may be viewed onsite and online—please read the ePoster instructions above regarding additional features.
- Poster Presenters have options for displaying their physical poster:
 - 1.) 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.
 - 2.) 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.
 - 3.) Print and hang the poster on your own. **Please read through poster setup/teardown times below based on your Society.**
 - 4.) If you choose not to use Genigraphics, you are required to arrange shipping and hanging of your poster yourself. Below are those shipping instructions for Hyatt Regency New Orleans (there is a Fed Ex office inside hotel, and it is your responsibility to bring and hang the poster at Hyatt Regency New Orleans.) A handling and storage fee will apply for each package received. Shipping address:
 - c/o FedEx Office at Hyatt Regency New Orleans
 - Hold for Guest (Guest Name) (Guest Cell Number)
 - 601 Loyola Ave., New Orleans, LA 70113 (COSM Meeting / May 14-18)

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.



ABEA, AHNS, ALA,
ANS, AOS, ARS, TRIO

1st Combined Poster Session: *AAFPRS and AHNS*

Elite Exhibit Hall (Main Tower – Level 1) Hyatt Regency New Orleans

Event	Wednesday May 14	Thursday May 15
Poster Set-up	9:00am - 1:00pm	
Poster Session	1:00pm - 7:00pm	9:00am - 7:00pm
Meet the Poster Authors		5:30pm – 7:00pm
Poster Removal*		7:00pm - 7:30pm

All times are listed for Central Time Zone.

*Posters not picked up by 7:30pm Thursday evening will be discarded.

2nd Combined Poster Session: *ABEA, ALA, ANS, AOS, ARS, TRIO*

Elite Exhibit Hall (Main Tower – Level 1) Hyatt Regency New Orleans

Event	Friday May 16	Saturday May 17
Poster Set-up	7:00am - 9:00am	
Poster Session	9:00am - 7:00pm	9:00am - 4:00pm
Meet the Poster Authors	5:30pm – 7:00pm	
Poster Removal**		4:00pm - 6:00pm

All times are listed for Central Time Zone.

**Posters not picked up by 6:00 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 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.



MAY 14-18, 2025
COSM 2025
New Orleans

ABEA, AHNS, ALA,
 ANS, AOS, ARS, TRIO

	Wednesday May 15	Thursday May 16	Friday May 17	Saturday May 18
Poster Pick Up	9:00am - 7:00pm	9:00am - 7:00pm	7:00am - 7:00pm	9:00am - 4:00pm

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