



## COSM 2026 Poster Guidelines

Thank you for your participation at COSM 2026 as a Poster Presenter. COSM will be held April 22-26, 2026, at the Phoenix Convention Center. Please visit [www.cosm.md](http://www.cosm.md) for general information about the meeting. Please read all Poster Presenter guidelines carefully. 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 2026. 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 must register as in-person attendees for COSM 2026. **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 Friday, March 27, 2026.**

- 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 that it links to 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).
- Following COSM 2026, all ePosters will remain available as part of a permanent online archive on the Genigraphics website: [www.researchposters.com](http://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 file rather than embedded in the PowerPoint.
    - You can record your audio either prior to uploading your ePoster or during the ePoster upload process.
  - **CHAT**
    - Each ePoster will include 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.
    - This site also has a Contact Author button, which allows the attendee to privately communicate with you via a form that 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 the Lower Level Exhibit Hall 1&2 (at the Phoenix Convention Center's West Building), and will be the same as your ePoster.
- COSM will host two "Meet the Poster Authors" Sessions. The Sessions will be held on 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.
- There is a "Meet the Leaders in Otolaryngology" session during each of the Poster Receptions on Thursday and Friday

from 5:45 pm – 6:15 pm. Please plan to participate in the alternate session (not on the date your poster is presented).

- Posters may be viewed onsite and online—please read the ePoster instructions above regarding 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](http://www.genigraphics.com/COSM).
  - 3.) Print and hang the poster yourself. **Please read through the poster setup/removal times below based on your Society.**
  - 4.) If you choose not to use Genigraphics, you are responsible for arranging shipping and hanging your poster. The Phoenix Convention Center will not accept shipments from individual presenters. If you need to ship your poster to the conference, please have it sent to your hotel. It is your responsibility to bring and hang the poster.

### 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.

### 1st Combined Poster Session: *AAFPRS, ALA, ABEA, and TRIO*

**Exhibit Hall (Phoenix Convention Center's West Building: Exhibit Hall 1&2)**

Event	Wednesday April 22	Thursday April 23
Poster Set-up	12:00 pm – 4:00 pm	
Poster Session		9:00 am – 7:00 pm
Meet the Poster Authors		5:30 pm – 7:00 pm
Poster Removal*		7:00 pm – 7:30 pm

All times are listed for Mountain Standard Time Zone.

\*Posters not picked up by 8:00 pm Thursday evening will be discarded.

### 2nd Combined Poster Session: *ANS, AOS, ARS, and ASPO*

**Exhibit Hall (Phoenix Convention Center's West Building: Exhibit Hall 1&2)**

Event	Friday April 24	Saturday April 25
Poster Set-up	7:00 am – 9:00 am	
Poster Session	9:00 am – 7:00 pm	9:00 am – 2:45 pm
Meet the Poster Authors	5:30 pm – 7:00 pm	
Poster Removal**		2:45 pm – 3:30 pm (during final session break)

All times are listed for Mountain Standard Time Zone.

\*\*Posters not picked up by 4:00 pm Saturday 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 REMOVAL AND RETURN SHIPPING SERVICE

Genigraphics also offers a return shipping service for posters printed by them. This is a great option if you would like to keep your poster but will be unable to remove it during the above poster removal time for your society. Genigraphics will remove the poster and ship it back to you. **The fee for this service is \$39 for the first poster and \$7.50 for each additional poster in the same shipping box.**

#### 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 April 22	Thursday April 23	Friday April 24	Saturday April 25
Poster Customer Service & Pick-up	12:00 pm - 4:00 pm	9:00 am - 7:00 pm	7:00 am - 7:00 pm	9:00 am - 3:30 pm

#### 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

Shipping direct to the meeting = \$15

Poster Carry Tube = \$27

Color Handouts (8.5x11) = \$1 each

Poster Hanging Service = \$24.95 each

Return Shipping (U.S. only) = \$39 for 1st poster, \$7.50 for each additional