

# ASPO 2017 Poster Guidelines and Templates

ASPO has partnered with Genigraphics to provide poster session services for the ASPO 2017 Annual Meeting, taking place May 18-21, 2017, at the JW Marriott Austin.

Clinical and research posters are an integral part of the ASPO Program. In addition to printed posters, all ASPO posters will be available for viewing online at [www.researchposters.com](http://www.researchposters.com) (Conference Code = ASPO2017) and remain available after the meeting as a part of a permanent online archive. Each poster board position will have a label with a QR code that links directly to your online ePoster. **Therefore, electronic submission of all posters is MANDATORY.** There is no charge for submitting your file and the process takes only a few minutes.

Go to [www.genigraphics.com/ASPO](http://www.genigraphics.com/ASPO) to find the poster session schedule, poster format requirements, free PowerPoint templates pre-sized for this meeting, ePoster upload instructions, and special offers for printing and hanging your poster.

## Important Poster Session Events:

Poster will be displayed in Grand Ballroom 7-8 at the JW Marriott Austin for the duration of the conference. Presenting Authors must be at their posters during the Welcome Reception.

All times are listed for Central Time Zone.

Event	Thursday May 18	Friday May 19	Saturday May 20
Poster Set-up	1:00pm - 5:00pm		
Welcome Reception	6:00pm - 8:00pm		
Poster Viewing		7:00am – 4:00pm	7:00am – 4:00pm
Poster Removal*			12:00pm - 6:00pm

\*Posters and carry tubes not picked up by 6pm Saturday will be discarded.

## Poster Format Requirements:

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

- Posters must be **no larger than 44" tall by 30" wide** (note that this is a **vertical** format).
- A section at the top of the poster must contain the Title, Authors, and Affiliations.
- Printing should be easily read from a distance of 4-5 feet.
- A copy of the abstract must be incorporated into the poster or attached as a separate sheet.

## ePoster File Submissions:

All presenters are REQUIRED to submit their poster files for the ePoster session.

- Files must be submitted no later than **1pm Central Time on Thursday, May 4<sup>th</sup>, 2017.**
  - **Please note this deadline is TWO WEEKS PRIOR TO THE MEETING.**
- 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.
- Once you have your poster file prepared, proceed to [www.genigraphics.com/ASPO](http://www.genigraphics.com/ASPO) to upload your file as an ePoster. You will have the option to order a printed poster at the end of the upload process.



# Genigraphics®

PO Box 860111  
Shawnee, KS 66286  
800-790-4001

# ASPO Poster Printing by Genigraphics®

## Poster Printing:

All presenters are 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 check the box on the order form to have your poster delivered directly to the meeting.

### POSTER ORDER DEADLINES

Order by 1pm Central on Thursday, May 11th to take advantage of our economy "Plan Ahead" pricing. RUSH orders will be accepted until 1pm Central on Tuesday, May 16<sup>th</sup> and charged at our "2nd Day" pricing level.

### POSTER HANGING SERVICE - A Genigraphics Exclusive!

Select the option on the order form to have Genigraphics hang your poster at the meeting. There is a \$19.95 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 leave them at the base of the display. Poster carry tubes will be labeled with your name and poster number and held at the Poster Service Desk.

### ON-SITE POSTER PICK UP

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 Service Desk in Grand Ballroom 7-8 (right next to the poster session area). Pickup times are as follows:

- 1:00pm to 5:00pm on Thursday May 18<sup>th</sup>

## Poster Print Price Guide:

Sample Genigraphics pricing\* for a standard 44" x 30" poster:

- Premium Matte Paper = \$60
- Photo Glossy Paper = \$68
- Gloss Lamination = \$82
- Matte Lamination = \$88
- Foldable Fabric = \$96
- Shipping direct to the meeting = \$10
- Poster Carry Tube = \$25
- Color Handouts (8.5x14) = \$1.35 each
- Poster Hanging Service = \$19.95 for 1<sup>st</sup> poster, \$10 for each additional
- Return Shipping (U.S. only) = \$35 for 1<sup>st</sup> poster, \$7.50 for each additional

\*Valid for orders placed by 1pm Central on Thursday, May 11th under the "Deliver Direct to Conference" or "Plan Ahead" Turnaround options. Go to [www.genigraphics.com/ASPO](http://www.genigraphics.com/ASPO) to view complete pricing options.

If you have any questions regarding poster session services for the ASPO 2017 Annual Meeting, please contact Genigraphics at **1-800-790-4001** (US & Canada). Overseas customers please call: +(1) 913-441-1410. Or send us an email at [info@genigraphics.com](mailto:info@genigraphics.com).



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