



## Ordering Poster Printing for Pick Up at ENDO 2025

### Poster Size and Pricing for Plan Ahead Orders

Below are the recommended poster sizes for ENDO. Custom sizes can also be ordered. They must be no larger than ENDO's maximum of 45-inches high and 93-inches wide (114.3 cm high by 236.22 cm wide). Please see next pages for descriptions of the material options and guidance on size selection.

Material	42" high x 84" wide	45" high x 60" wide	36" high x 64" wide
Premium Matte Paper	\$159	\$122	\$104
Premium Satin Paper	\$181	\$139	\$118
Poly Matte	\$220	\$168	\$144
Foldable Fabric	\$257	\$197	\$168

### On-Site Services and Additional Options

Service	Price
Shipping to Conference before Plan Ahead Deadline	\$ 15
Hanging Service	\$ 24.95
Color Handouts 8.5"x11"	\$ 1.00
Color Handouts 8.5"x14"	\$ 1.35
Color Handouts 11"x17"	\$ 1.75
Poster Carry Tube (when ordered with poster)	\$ 27
Return Shipping	\$ 39

### Deadlines

Plan Ahead order deadline is **1:00 PM CT on Wednesday, June 25, 2025**

RUSH order deadline is **1:00 PM CT on Tuesday, July 1, 2025**

A Rush Fee of \$75.00 will apply to orders received after 1pm Central on Wednesday, June 25.

### Ordering

PDF is the preferred file type. PowerPoint is also acceptable.

Please add your poster number to the beginning of your file name.

### Contact Genigraphics

[info@genigraphics.com](mailto:info@genigraphics.com)

+1-913-441-1410 (Monday-Friday 9am – 5pm Central)

Toll free at 1-800-790-4001 (US and Canada)

## Size Selection

The recommended sizes were selected because they are proportional to the most common sizes of templates. A variety of templates in each size is available at [www.genigraphics.com/ENDO](http://www.genigraphics.com/ENDO). Custom sizes can also be ordered as long as they are no larger than ENDO's maximum of 45-inches high and 93-inches wide.

If you are using your institution's template, the below guide will help you select the print size that is proportional to your template. If you are starting with a template that is sized for slide presentations, please note that your poster will have a higher resolution when enlarged if you change your slide size to the template size below for you before you begin your poster. Please see the below FAQ on ratios for how to check your file's.

Print Size	Template Size	Note
42" high x 84" wide	24" x 48"	1:2 aspect ratio
45" high x 60" wide	36" x 48"	3:4 aspect ratio (PPT standard screen)
36" high x 64" wide	31.5" x 56"	9:16 aspect ratio (PPT wide screen)

## Material Selection

Material	Recommended Use
<b>Premium Matte Paper</b>	<ul style="list-style-type: none"> <li>• Our most economical material</li> <li>• Durable 45lb poster stock</li> <li>• Great choice for prints that consist mainly of text, tables and charts</li> </ul>
<b>Premium Satin</b>	<ul style="list-style-type: none"> <li>• Heavyweight poster grade paper with a premium satin finish</li> <li>• Smudge-free satin finish reduces glare while producing vivid colors and sharp images</li> <li>• Ideal for poster printing. Best value for one-time use</li> </ul>
<b>Poly Matte</b>	<ul style="list-style-type: none"> <li>• Premium lightweight material that is tear-resistant and water-resistant for a lasting display and easy handling</li> <li>• Smooth, matte finish to prevent glare</li> <li>• Vibrant color and image quality</li> <li>• Durability that is essential for longer term indoor displays, multiple showings and travel</li> </ul>
<b>Foldable Fabric</b>	<ul style="list-style-type: none"> <li>• Fold it up and pack it your carry on luggage</li> <li>• Same great color and high-quality images as our paper posters</li> <li>• Wrinkle-resistant so no creases</li> <li>• Neat edges for a professional appearance</li> </ul>

## FAQs

### How do I start the process for ordering a poster?

- Please have your Poster number and go to <https://www.genigraphics.com/ENDO>
- After you create an account, you will enter your Poster number to order printing.
- To Pick Up your poster at the meeting, select Turnaround Time: Deliver Direct to Conference.
- Please add your Poster # to the beginning of your poster's file name.

### Do I have to finish my poster all at one time?

- No, you can download free PowerPoint® templates and work on it at your convenience.

### How do I order multiple posters?

- To order multiple posters, please select each abstract individually. Once you have added the first poster to your shopping cart, select Add Additional Poster(s).

### How can I view the status of my order or access my receipt?

- Please go to <https://www.genigraphics.com/ENDO>
- Click View My Account then click Show Orders to see the processing and billing status
- Click on your Order # to view your receipt

### What if I discover an error in my poster file after I submit my order?

- Please log in as described in the above bullet point.
- After clicking on your Order #, please click "Remove File" and then "Add File"
- If we have not started processing your file, you will be able to replace it. If processing has begun, you will get a message stating this. At this point, you will need to purchase a new order using the same poster number and selecting "Replacement."

### File types are accepted?

- Adobe PDF and PowerPoint files. \*\*Please do not use Print to PDF. Instead use Save As PDF\*\*

### Crop and bleed marks?

- PDFs should be print ready with NO crop or bleed marks.

### Proof approval?

- Due to the large number of posters that need processed for our conferences, we do not have the staff necessary to provide proofs.
- To see a proof, simply save to PDF. We print directly from PDF so this is what we would send as a proof. We only print poster sizes proportional to the file's slide size so viewing your file at the corresponding view percentage is exactly what the print will be. For example, if your file is going to be printed 2X larger than the slide size, please view at 200%.

### Can I use my own template or an existing poster file?

- Yes, other templates are acceptable.
- Please check that the size of your poster slide will scale to the print size you want. (see below)

### How do I know if my poster file has the same ratio as my print order?

- For PowerPoint, select the Design tab of the toolbar ribbon
- Select Slide Size in near the far-right end of the toolbar.
- Select Custom Slide Size or Page Setup
- For more information, see our gif tutorial at <https://www.genigraphics.com/fileprep>

## Pasting tables and charts so they enlarge with high resolution

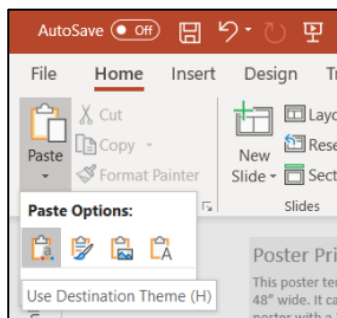
- To import an existing table or chart from Word, Excel or another PowerPoint file, the most important step is to NOT paste as image.
- Be sure to copy & paste just the table or chart first, then copy & paste the title or any captions separately. Otherwise, it will convert to a low-resolution image that will look choppy at full poster size. In Word, move your mouse over the table until you see the selection icon in the upper-left corner of the table. Then click copy or type CTRL+C.
- Now paste into your poster file using the option for **"Use Destination Theme"** to match the rest of the poster, or **"Keep Source Formatting"** to retain colors and font styling from the original Word or Excel file. You should now be able to adjust the size of the table or chart as well as the font size without any resolution issues.

**Table 2. Association between number of sinus infections the last 3 months and**

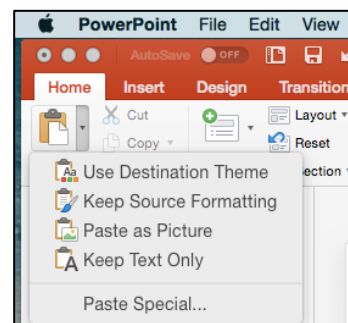
R control	Univariate		Multivariable <sup>1</sup>	
	RR <sup>2</sup>	P value	RR <sup>2</sup>	P value
<b>RCAT score</b>	0.90 (0.87 – 0.94)	< 0.001	0.92 (0.89 – 0.96)	< 0.001
<b>Poor AR control<sup>3</sup></b>	1.89 (1.18 – 3.04)	0.008	1.70 (1.05 – 2.74)	0.031

<sup>1</sup>Controlling for age, gender, smoking history, asthma and use of any allergy medication (antihistamine or intranasal corticosteroid spray)  
<sup>2</sup>Relative risk  
<sup>3</sup>RCAT score < 22

PC



Mac



## Ensuring images enlarge with high resolution

- The key is to not distort the dimensions and, of course, to start with a high-resolution image. Once you paste the image into your poster, Right Click and select Format Size and Position. Next, under the Size dropdown, make sure "Lock Aspect Ratio" and "Relative to original picture size" are checked.
- Place graphics such as digital photos or logo art in your poster file by selecting the "Insert, Picture" command or using standard copy & paste procedures.
- For best results all graphic elements should be a minimum of 150dpi (dots per inch) in their final printed size, and 300dpi is ideal.
- Please note that graphics from websites (such as the logos on your hospital's or university's home page) will quite often only be 72dpi and are not suitable for poster printing.

## Font Selection

- Sans-serif fonts such as Calibri, Franklin Gothic, or Gill Sans are easier to read on posters that are being read from 3 or more feet away.

## Font size

- Recommended fonts for reading from a distance of 4-5 feet.
  - Title: 72pt or larger
  - Authors/Affiliations: 40-60pt
  - Headers: 48pt
  - Body text: 28pt minimum, 32-40pt is ideal
  - Captions: 24pt

## Other font considerations

- For consistency, use the same font for all body text.
- Use the same size font for like elements (i.e. - all section headers at 48pt)
- Try not to use more than two font types in the entire poster.
- Do not use Comic Sans font. Ever. Seriously.

## Color contrast

- The most important thing to remember about color combinations is contrast. Use a **dark font on a light background for the main body text** as this will be the easiest for your viewers to read. Black, dark gray, or dark blue text on a white or off-white background is a good choice for maximum acuity with minimal eye strain. For areas such as the title or section headers, use a light-colored font on a dark background.

## How will your printed colors compare to your screen

- The colors on your monitor are "additive" - in other words, various wavelengths of *projected light* are combined to create a specific color. Blue and red make purple, red and green make yellow, blue/red/green combine to yield white, and so on. Printed colors, on the other hand, are "subtractive" - combinations of cyan, magenta, yellow, and black ink are layered to *absorb light* until a specific color is achieved. As a result, printed colors will always appear different, often somewhat darker, than what you see on your screen. The dark blues in PowerPoint tend to print with more of a purplish color. The oranges tend to print more reddish, or even toward brown.

## Other color considerations

- Try not to use more than 2-3 colors throughout the entire poster.
- Use the poster's color theme throughout all charts and tables for consistency.
- Avoid large, distracting background images and patterns.
- Avoid using red and green in combination because some people have difficulty distinguishing between the two.

For more details on preparing your file, please go to <https://www.genigraphics.com/fileprep>

## Screenshot Instructions for Ordering Poster Printing and Hanging Services

Go to [www.genigraphics.com/ENDO](http://www.genigraphics.com/ENDO)


**Genigraphics®**

Monday - Friday 9am - 5pm

**800-790-4001**

Overseas: + (1) 913 441 1410

Order Desk Clock

**3 14 24**

CENTRAL TIME

### ENDO 2025: Poster Session Services



ENDO 2025

Links open in new tab/window.

Plan Ahead order deadline is **1:00 PM CT on Wednesday, June 25, 2025**  
 RUSH order deadline is **1:00 PM CT on Tuesday, July 1, 2025** (rush fee applies)

[Conference Website](#)

The Endocrine Society has partnered with Genigraphics to provide poster printing and onsite delivery services for the ENDO 2025. Place your order by the deadline above and pick up your poster at the meeting in San Francisco.

[ResearchPosters.com](#)

Click the expand symbol (⊕) of each section to view complete details.



#### POSTER SESSION SCHEDULE



#### POSTER FORMAT REQUIREMENTS & FREE POWERPOINT TEMPLATES



#### POSTER PRINTING & HANGING SERVICES

[Click for PDF with Pricing, FAQ & Step-by-Step Instructions](#)

Already registered: Please sign in

First visit: Create a new account

Email Address:

Password:

☐ Remember me on this computer

I forgot my [password](#)

[Sign In](#)

Name:

Email Address:

Confirm Email:

Password:

Confirm Password:

Password Reminder Question:

Select a question ▼

Your Answer:

[Create Account](#)

## POSTER PRINTING & HANGING SERVICES

All Poster Presenters are required to display a printed poster. Genigraphics offers free design reviews, on-site delivery, and can even hang your poster on the display board. We print from all of the major presentation and design applications: PowerPoint, Illustrator, InDesign, Keynote, and more. No one matches our personal service, quality printing, and attention to detail.

Please note that if your file's page size does not match the order, we will change your order for your convenience to a size that is proportional to your file and within your conference's guidelines. There will be no increase in cost or anything further for you to do unless we contact you.

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Enter Poster or Abstract Number

GO



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Enter Poster or Abstract Number

GO

Poster No: demo1    Poster Title  
demo

NOTE: If multiple titles are listed, select the correct Title and click Order Poster below.  
If the correct Title is not listed, please enter a different number.

Order Poster





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## + POSTER PRINTING & HANGING SERVICES

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Click the expand symbol ( + ) of each section to view complete details.

### STEP 1:

+ Choose the Turnaround Time for this order.

Turnaround Time:

Delivery Date: Deliver by Wednesday, July 9

### STEP 2:

+ Choose the Size, Quantity, and Paper Finish.

Poster Size (H x W): ☒ in ☐ cm  
Select  x

Quantity:   Finish:

### STEP 3:

+ Choose additional options.

Color Handouts:  Quantity per poster:

Poster Tube:  Adjusts from 28" to 50", with carry strap (\$27.00)

### STEP 4:

+ Choose On-site Services.

Poster Hanging Service: YES ☐ NO ☒ \$24.95 for each poster

Return Shipping Service: YES ☐ NO ☒ \$39.00 for 1st poster,  
\$7.50 for each additional

Return shipping is for continental US addresses only. Please note that you must bring your poster back to the poster pick up desk if you purchase return shipping. By selecting our return shipping service, you agree to not hold Genigraphics responsible for any poster not returned to our poster pick up desk after the session.

### STEP 5:

+ Select the ePoster file(s) to be printed

Type of File:

Items: \$0.00

Shipping: \$0.00

Total Estimate: \$0.00





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Click the expand symbol (  ) of each section to view complete details.

### STEP 1:



Choose the Turnaround Time for this order.




Turnaround Time: Deliver Direct To Conference 

Delivery Date: Deliver by Wednesday, July 9

### STEP 2:




Choose the Size, Quantity, and Paper Finish.

Poster Size (H x W): ☒ in ☐ cm  
42in x 84in  Or Custom Size: height x width  
Quantity: 1  Finish: Premium Matte Paper 

### STEP 3:



Choose additional options.

Color Handouts: 8.5 x 11 (\$1.00 each)  Quantity per poster: 20  
Poster Tube: 1 Adjusts from 28" to 50", with carry strap (\$27.00)

### STEP 4:



Choose On-site Services.



Poster Hanging Service: YES ☒ NO ☐ \$24.95 for each poster  
Return Shipping Service: YES ☒ NO ☐ \$39.00 for 1st poster,  
\$7.50 for each additional

Return shipping is for continental US addresses only. Please note that you must bring your poster back to the poster pick up desk if you purchase return shipping. By selecting our return shipping service, you agree to not hold Genigraphics responsible for any poster not returned to our poster pick up desk after the session.

### STEP 5:



Select the ePoster file(s) to be printed

 Click to Start Upload... A007.pdf 290 KB 0%  
Type of File: PDF file is preferred. If PPT, please click to select version 

Items: \$0.00

Shipping: \$0.00

Total Estimate: \$0.00



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### STEP 1:



Choose the Turnaround Time for this order.

Turnaround Time:


Delivery Date: Deliver by Wednesday, July 9

### STEP 2:



Choose the Size, Quantity, and Paper Finish.

Poster Size (H x W): ☐ in ☐ cm  
 Or Custom Size:  x

Quantity:   Finish:

### STEP 3:



Choose additional options.

Color Handouts:  Quantity per poster:

Poster Tube:  Adjusts from 28" to 50", with carry strap (\$27.00)

### STEP 4:



Choose On-site Services.

Poster Hanging Service: YES ☒ NO ☐ \$24.95 for each poster


Return Shipping Service: YES ☒ NO ☐ \$39.00 for 1st poster,  
\$7.50 for each additional

Return shipping is for continental US addresses only. Please note that you must bring your poster back to the poster pick up desk if you purchase return shipping. By selecting our return shipping service, you agree to not hold Genigraphics responsible for any poster not returned to our poster pick up desk after the session.

File:

 Remove File

Items Total: \$269.95

 Add to Shopping Cart

Genigraphics is not responsible for shipments lost or delayed once they are handed off to the shipping carrier.



**GeniGraphics®**

## ENDO 2025: Poster Session Services

### SHOPPING CART

Order Date: April 26, 2025

Turnaround Time: Deliver Direct To Conference

Delivery Date: Deliver by Wednesday, July 9

Item: ENDO2025 Poster - Premium M Size: 42in x 84in Qty: 1 Price: \$159.00 Subtotal: \$159.00 [Remove Item](#)

File: ENDO2025\_demo1\_A007\_UploadID-32920.pdf [PDF]

Item: Color Handouts - 8.5 x 11 Qty: 20 Price: \$1.00 Subtotal: \$20.00 [Remove Item](#)

Item: Poster Carry Tube with Strap Qty: 1 Price: \$27.00 Subtotal: \$27.00 [Remove Item](#)

Item: Hang Poster on Display Board Qty: 1 Price: \$24.95 Subtotal: \$24.95 [Remove Item](#)

Item: Return Shipping Qty: 1 Price: \$39.00 Subtotal: \$39.00 [Remove Item](#)

**Items Total: \$269.95**

[Add Additional Poster\(s\)](#)

[Proceed to Checkout](#)





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## ENDO 2025: Poster Session Services

### SHOPPING CART

Order Date: April 26, 2025

Turnaround Time:

Delivery Date: Deliver by Wednesday, July 9

#### Billing Address

**Bold = required fields**

Name  
Company / Organization  
Department  
Address  
City  
State / Province  
Country  
Phone

Bill shipping to Facility

#### Shipping Address

Name   
Company / Organization   
Department   
Address   
  
City   
State / Province  Zip / Postal Code   
Country   
Phone  Ext.

Residential Address ☐ Commercial Address ☒

#### Payment Information

Type of Card  
Credit Card Number  
Expiration Date  
Name on Card

#### Contact Information

Please let us know how you can be reached should we have questions regarding your order.

Phone   
Email

#### Special Instructions

Add any special instructions for this order here.

Items Total: \$269.95

[Proceed to Return Shipping Information](#)

Please note: This action WILL NOT charge your credit card.



You have selected the RETURN SHIPPING option. Please provide an address where you would like the poster(s) shipped after the conference.

#### Billing Address

**Bold = required fields**

**Name**  
Company / Organization  
Department  
Address  
  
City  
State / Province  
Country  
Phone

#### Return Shipping Address

☐ Same as Billing Address

**Name**  
Company / Organization  
Department  
Address  
  
City  
State / Province  
Country  
Phone



**Order Total: \$278.95**

**Proceed to Shipping Calculation & Order Summary**

*Please note: This action WILL NOT charge your credit card.*





# GeniGraphics®

## SHOPPING CART

Order Date: April 26, 2025

Turnaround Time: Deliver Direct To Conference

Delivery Date: Deliver by Wednesday, July 9

### Billing Address

### Payment Information

### Shipping Address

Christa Stiles  
Moscone Center  
C/O Freeman  
747 Howard St  
San Francisco CA 94103  
United States  
888-508-5054

### Contact Information

Phone GeniGraphics  
Email info@genigraphics.com

Bill shipping to FedEx Account :

Residential: ☐ Commercial: ☒

### Order Details

Item	Size	Quantity	Unit Price	Subtotal
ENDO2025 Poster - Premium Matte Paper	42in x 84in	1	\$159.00	\$159.00
File: ENDO2025_demo1_A007_UploadID-32920.pdf [PDF]				
Color Handouts - 8.5 x 11		20	\$1.00	\$20.00
Poster Carry Tube with Strap		1	\$27.00	\$27.00
Hang Poster on Display Board		1	\$24.95	\$24.95
Return Shipping		1	\$39.00	\$39.00

### Special Instructions

Add any special instruc

### Return Shipping Address

Dillon Hall  
GeniGraphics  
407 Beltline  
#109  
Collinsville, IL 62234  
9134411410

Credit cards are not charged until we begin to process the order. If you see a pending charge before this, it is an authorization hold to ensure the funds are available.

Every order receives a free design review prior to printing. If changes need to be made, we will contact you for approval. If there are no questions or concerns, you will not be contacted. By clicking on PLACE ORDER, customer agrees to the [Payments and Returns Policy](#).

Subtotal:	\$269.95
Shipping:	\$15.00
IL Sales Tax 8.100%:	0.00
<b>Order Total:</b>	<b>\$284.95</b>

**Warning:** Do not click Place Order more than once or it will cause multiple billing.

Place Order

Please note: This action WILL NOT charge your credit card.