

American Thoracic Society

Scientific Poster Order Procedures for US Attendees

FedEx Office has partnered with ATS to assist you with production of your scientific posters. Special reduced prices listed below are valid between March 28,2025 and May 9th,2025.

Print Packages and Pricing		
Print Package A 36" x 48" Matte Paper \$108.00 pretax	Print Package B 36" x 60" Matte Paper \$135.00 pretax	Print Package C 36" x 72" Matte Paper \$162.00 pretax

For orders placed between March 28 and April 10, there will be an additional 30% discount.
For orders placed between April 11 and April 30, there will be an additional 15% discount.

To place you order please visit:
<https://www.office.fedex.com/ondemand/hc5515>

On your first visit to FedEx Office Print On Demand site, you will be prompted to create a new user name.

Welcome to the new Print On Demand!

To access the latest version of this site, you will need to
CREATE A NEW USER ID. If you have already created a
new User ID, select LOG IN to continue.

[CREATE A NEW USER ID](#)

[LOG IN](#)

Please enter your email, user ID you'd like to use and create a new password.

Your User ID should be at least 6 characters (most 35 characters) and contain only digits and letters.

Your password should:

- Be at least 12 characters
- Be at most 25 characters
- Include at least one number
- Include at least one uppercase letter
- Include at least one lowercase letter
- Not contain 3 or more consecutive occurrences of the same character
- Not contain 3 or more consecutive alphabetic characters in sequence
- Not contain spaces, ~, single quotes, double quotes, < or >
- Not contain your email, user ID, full company name, first name or last name

Create your FedEx account

Already have a user ID? [Log in.](#)

Create a user ID

Email*



Create a custom user ID to log in

User ID*

Your user ID can be a name you choose to log in.

Password*



CREATE LOGIN

When you create your user name and password, you will receive a confirmation email from no-reply@fedex.com titled FedEx Office Print On Demand User Verification.

Welcome to FedEx Office, To continue setting up your account, please verify your email address. This link will expire in 30 minutes.

Verify Email Address

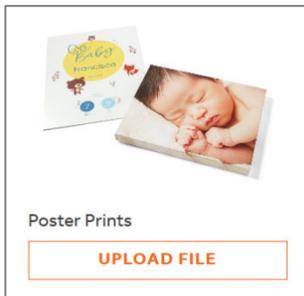
After verifying your email address, now you will be able to access the ATS Poster On Demand site to place your order. Please see the Poster Submission Quick Reference for FedEx Office Print On Demand document on the next page for step-by-step details for placing your order.

If you have any questions, please contact San Francisco Marriott Marquis FedEx Office at 415.369.9928 or usa5515@fedex.com

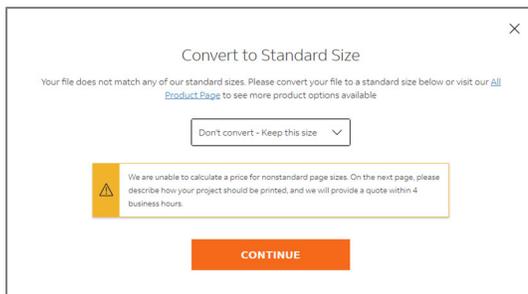
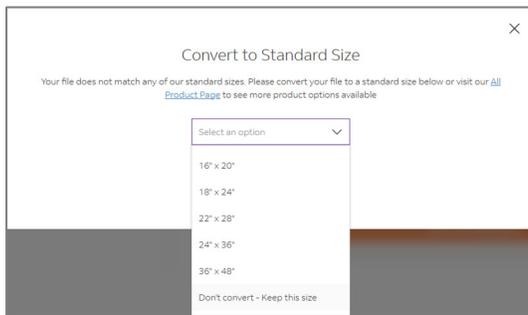
This quick reference provides an overview of the ordering process for printing a custom size poster for your event. First, go to the ordering website that has been provided for your event, then follow these steps to place an order.

Create a project

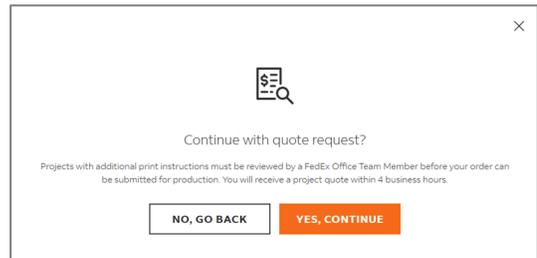
1. Choose **Browse Print Products** to start your order.
2. Select **Poster Prints** option.



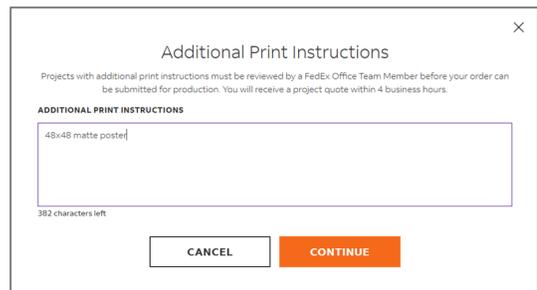
3. Select **Browse Files** or drag-and-drop to upload your poster file for printing.
4. Select the **Don't convert – Keep this size** option to maintain your file's output dimensions.



5. Select **Continue**.
6. Your custom poster size will require a quote to take advantage of special event pricing. Select **Yes, Continue**.

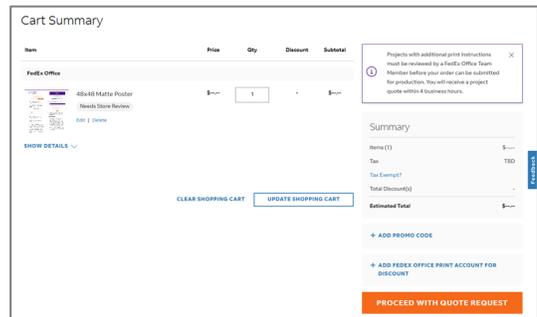


7. Use the **Print Instructions** field to enter the dimension of your event poster. For example : 36"x48", 36"x60" or 36"x72".



Cart Summary

1. Update the quantity for any items in Cart and select **Update Shopping Cart**.



2. Select **Proceed with Quote Request**.

Review

1. Your quote request will be routed to FedEx Office located at San Francisco Marriott Marquis to be reviewed and priced in accordance with your event pricing.
2. Make sure your contact information is correct or make any necessary revisions, then select **Submit Quote Request**.

3. A quote request confirmation page will provide your quote number, a status tracker, and next steps. You will receive an email when your quote is ready for review.

Quote review and approval

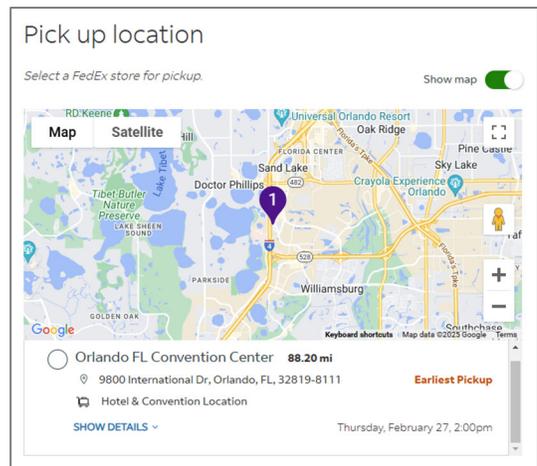
1. Once your quote request has been reviewed and a quote has been prepared by a FedEx Office team member, you will receive an email prompting you to review and approve.
2. Click the link in the email, or log in to your site and go to **My Quotes** (under My Profile).

Quote Number	Created	Expiration	Status	Total	Action
859730000001119	1/26/2022	1/26/2022	NOT FOR REVIEW	\$207.42	Review
859730000001119	1/26/2022	1/26/2022	READY FOR REVIEW	\$176.42	Review
859730000001119	1/26/2022	1/26/2022	CHANGE REQUESTED	\$---	Review
859730000001119	1/26/2022	1/26/2022	STORE REVIEW	\$---	Review
859730000001119	1/26/2022	1/26/2022	STORE REVIEW	\$---	Review

3. Select **Review** for the quote you would like to review.
4. You can **Preview**, **Request Change**, or **Delete** the quoted item. Requesting a change to an item will initiate a new quote and require additional lead time.
5. Select **Approve** to add your quoted items to Cart.

Submit order

1. Your ordering site will be pre-configured with the production location that is hosting your event. Select the location to continue.



2. Select **Continue to Payment**.
3. Enter your payment information and select **Review Order**.
4. Review your order details to ensure everything is correct and select **Submit Order**.

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