# **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.



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.





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
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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.	
Your user ID can be a name you choose to log in.	
Password*	
	Ø
CREATE LOGIN	

When you create your user name and password, you will receive a confirmation email from <u>no-reply@fedex.com</u> 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.
- Select the Don't convert Keep this size option to maintain your file's output dimensions.

	Convert to Standard Size	
Your file does not m	tch any of our standard sizes. Please convert your file to a standard size below <u>Product Page</u> to see more product options available	or visit our <u>All</u>
	Select an option	
	16°×20°	
	18" × 24"	
	22"×28"	
	24°×36°	
	36"×48"	
	Don't convert - Keep this size	
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- 5. Select Continue.
- 6. Your custom poster size will require a quote to take advantage of special event pricing. Select **Yes, Continue**.

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	s= =_Q
	Continue with quote request?
Projects wit	additional print instructions must be reviewed by a FedEx Office Team Member before your order can be submitted for production. You will receive a project quote within 4 business hours.
	NO, GO BACK 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".

iewed by a FedEx C	Office Team Membe ote within 4 busine	er before your orde ess hours.
	CON	CONTINUE

## **Cart Summary**

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

Rem	Price Gity Discount Subtotal Projects with addition must be reviewed by		Projects with additional print instructi must be reviewed by a FedEx Office Te	onal print instructions X y a FedEx Office Team		
FedEx Office 48x48 Matte Poster Used User Deser	\$~~~	1		\$	(i) Member before your order can be sub for production. You will receive a proje quote within 4 business hours.	witted ct
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SHOW DETAILS 🗸					items (1)	\$
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	CLEAR SHOREING CAR		PDATE SHOPP	NGCART	Total Discount(s)	
		·			Estimated Total	\$
					+ ADD PROMO CODE	
					+ ADD FEDEX OFFICE PRINT ACCOUNT DISCOUNT	FOR

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



## **Poster Submission Quick Reference**

for FedEx Office Print On Demand

## **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.**

Review					
		Projects with additional print inst	uctions >		
Cart Summary > Review Quote Request		Member before your order can be submitted for production. You will receive a project quote			
Recommended st	ore(s)	within 4 business nours.			
FEDEX OFFICE PRINT & SHIP					
9800 International Dr, Orlando, FL 32819		Quote Summary			
		1 item in cart	~		
Contact Informati	on	FedEx Office (1 item)			
WHO SHOULD WE CONTACT WITH	QUESTIONS REGARDING THIS REQUESTED QUOTE?	48x48 Matte Poster	S		
FIRST NAME	LAST NAME	Needs Store Review			
John	Jones				
		Items (1)	\$		
PHONE NUMBER	EXT.	Total Discount(s)			
(888) 555-5785	Ext.	Tax	TBC		
EMAIL ADDRESS		Tax Exempt?			
john.jones@acme.com		Estimated Total	s		
			• •		
SUBMIT QUOTE P	EQUEST				

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**

- 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).

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- 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**.
- Review your order details to ensure everything is correct and select Submit Order.

For assistance, contact San Francisco Marriott Marquis FedEx Office at usa5515@fedex.com or 415.369.9928.