

May
3-14



2021 AOCS Annual Meeting & Expo

annualmeeting.aocs.org | #AOCS2021

AOCS ePoster Management System Guide

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Important Dates

March 12, 2021 Student posters must be uploaded to be automatically entered in to the [AOCS Student e-Poster Pitch Competition](#).

April 14, 2021: Deadline for presenter uploads.

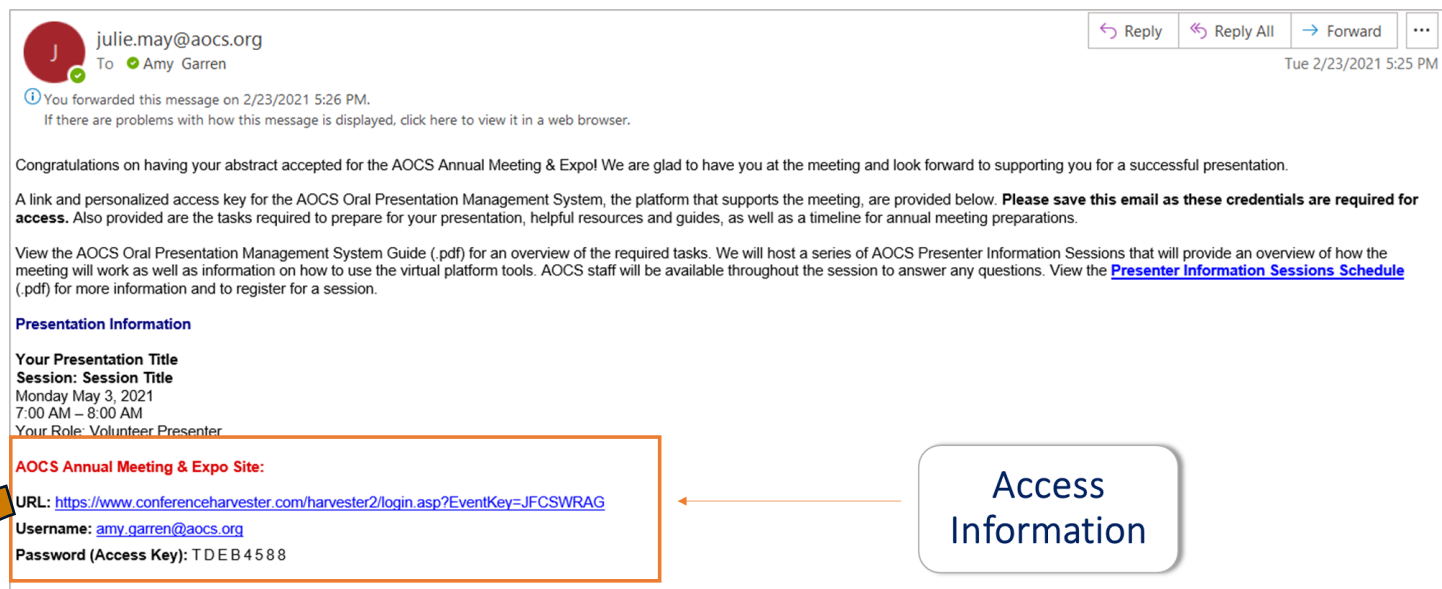
April 15, 2021: Annual meeting website opens to attendees.

April 19, 2021: All presenters must be [registered for the meeting](#). Failure to register for the meeting by this date will result in the withdrawal of your abstract from the official meeting program.

May 3, 2021: The AOCS Annual Meeting & Expo begins!

Getting Started - Login

You will receive a welcome email that includes a link and access credentials for the AOCS ePoster Presentation Management System. Should you not have received the welcome email by Monday, March 1, please contact Ellen Snipes at ellen.snipes@aocs.org.



From: julie.may@aocs.org
To: Amy Garren

Subject: You forwarded this message on 2/23/2021 5:26 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

Congratulations on having your abstract accepted for the AOCS Annual Meeting & Expo! We are glad to have you at the meeting and look forward to supporting you for a successful presentation.

A link and personalized access key for the AOCS Oral Presentation Management System, the platform that supports the meeting, are provided below. **Please save this email as these credentials are required for access.** Also provided are the tasks required to prepare for your presentation, helpful resources and guides, as well as a timeline for annual meeting preparations.

View the AOCS Oral Presentation Management System Guide (.pdf) for an overview of the required tasks. We will host a series of AOCS Presenter Information Sessions that will provide an overview of how the meeting will work as well as information on how to use the virtual platform tools. AOCS staff will be available throughout the session to answer any questions. View the [Presenter Information Sessions Schedule](#) (.pdf) for more information and to register for a session.

Presentation Information

Your Presentation Title
Session: Session Title
 Monday May 3, 2021
 7:00 AM – 8:00 AM
 Your Role: Volunteer Presenter

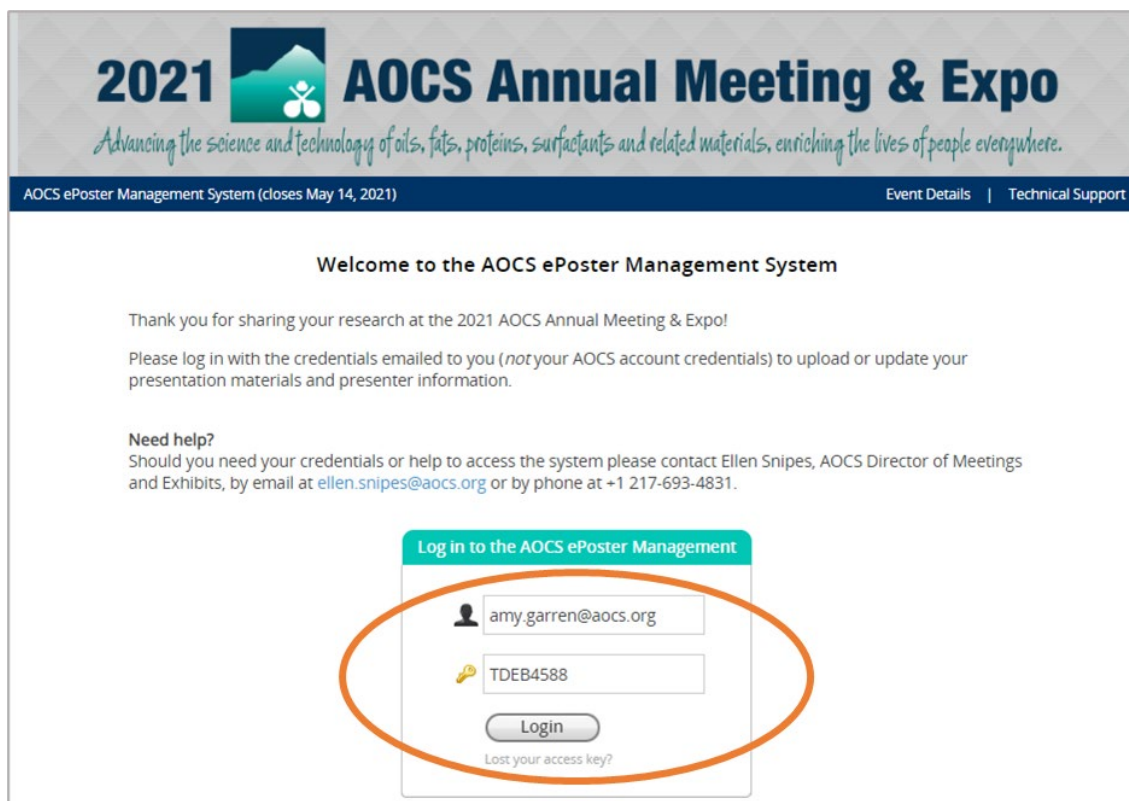
AOCS Annual Meeting & Expo Site:

URL: <https://www.conferenceharvester.com/harvester2/login.asp?EventKey=JFCSWRAG>

Username: amy.garren@aocs.org

Password (Access Key): TDEB4588

Access Information



2021 AOCS Annual Meeting & Expo
 Advancing the science and technology of oils, fats, proteins, surfactants and related materials, enriching the lives of people everywhere.

AOCS ePoster Management System (closes May 14, 2021) [Event Details](#) | [Technical Support](#)

Welcome to the AOCS ePoster Management System

Thank you for sharing your research at the 2021 AOCS Annual Meeting & Expo!

Please log in with the credentials emailed to you (*not* your AOCS account credentials) to upload or update your presentation materials and presenter information.

Need help?
 Should you need your credentials or help to access the system please contact Ellen Snipes, AOCS Director of Meetings and Exhibits, by email at ellen.snipes@aocs.org or by phone at +1 217-693-4831.

Log in to the AOCS ePoster Management

Login

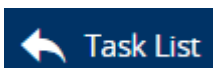
[Lost your access key?](#)

Getting Started - Task List

Your task list page defines the set of tasks required to gather the needed information for your presentation.

TASKS (you have 7 left to complete out of a total 7 assigned tasks)

- ✗ [Upload your Poster](#) (task is due Wednesday, April 14, 2021)
- ✗ [Record Poster Audio](#) (task is due Wednesday, April 14, 2021)
- ✗ [Upload Handouts \(Optional\)](#) (task is due Wednesday, April 14, 2021)
- ✗ [Update Your Presenter Biography](#) (task is due Wednesday, April 14, 2021)
- ✗ [Update Presenter Profile Information](#) (task is due Wednesday, April 14, 2021)
- ✗ [Upload Presenter Photo](#) (task is due Wednesday, April 14, 2021)
- ✗ [Download the AOCS ePoster Template \(Optional\)](#) (task is due Friday, May 14, 2021)



Navigate back to your task list page by pressing '**Task List**' on the upper left-hand side of the webpage.

ePoster Requirements and Specifications

View an example ePoster at <https://youtu.be/cT6kg6vLYmw>

- For publishing purposes, the poster upload must be a PDF file at the highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to '16:9'.
- The complete poster is limited to one slide only. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.).
- Minimum font size is 6pt.

 [Download the AOCS ePoster Template](#)

Upload your ePoster

Use the **'Upload your ePoster'** task to upload your ePoster. Press **'Choose file'** and select your ePoster PDF. Press **'Submit File'** to save and complete this task.



UPLOAD YOUR POSTER



Poster Presentation Requirements:

- For publishing purposes, the poster upload must be a PDF file at highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to '16:9'
- The complete poster is limited to **one slide only**. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
- Minimum font size should not be smaller than 6pt

 [Download the AOCS ePoster Template](#)

PLEASE NOTE: When you submit your poster file through this task, it will be sent directly to a publishing queue and be processed to display for attendees.

If you decide to retract your file, you may remove the content from displaying in the mobile app and/or website by clicking the "(delete this file)" link from within this upload task where you made the initial submission.

2



Upload your Poster PDF 1

No file chosen

(this is a required upload)

Acceptable file types: .pdf

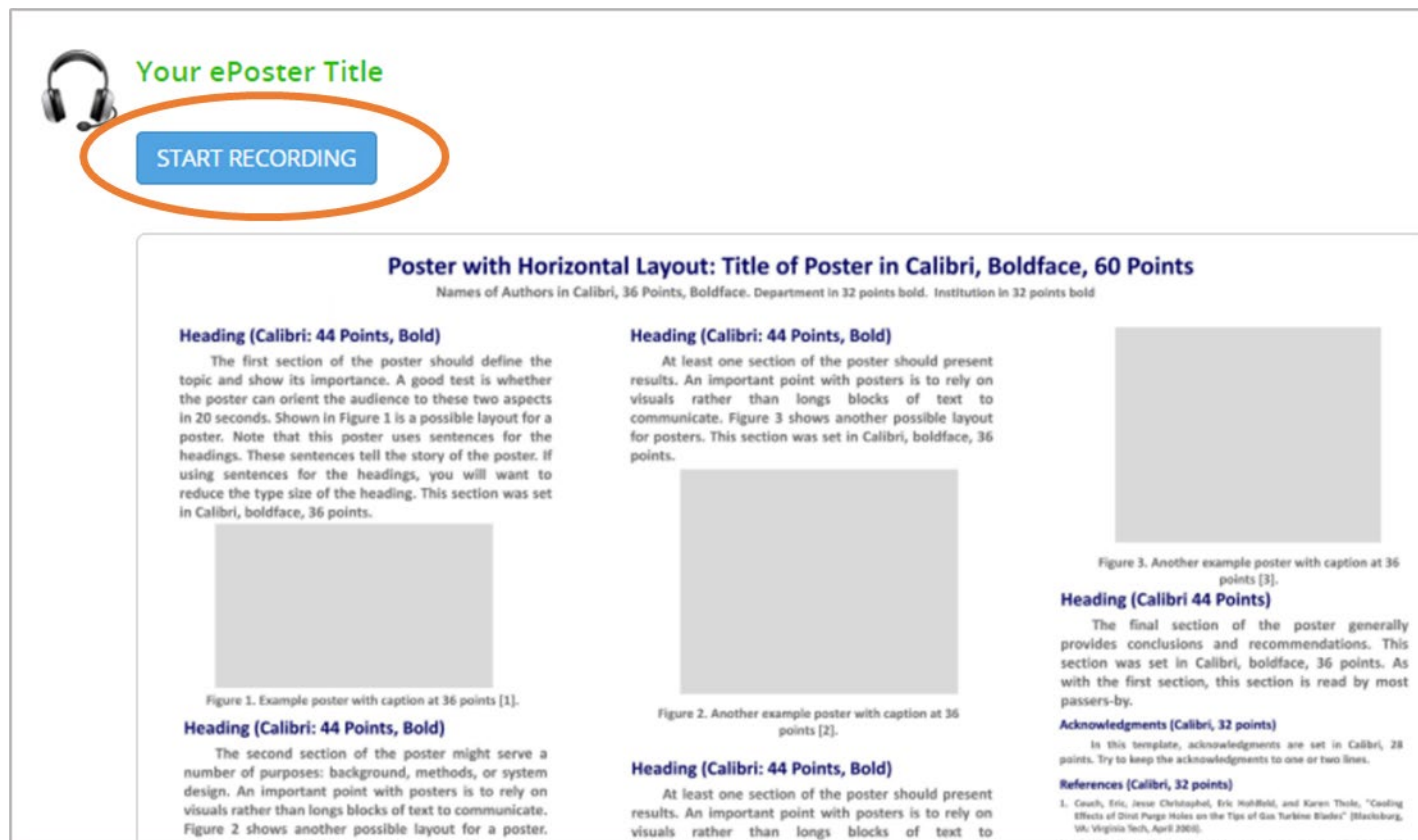
Record ePoster Audio

You have the opportunity to add audio to your ePoster. Attendees will hear the audio when they view it. It's a great way to make the presentation viewing experience for attendees more personal and engaging.

Before you complete or advance to the **'Record Poster Audio'** task **you must first upload the ePoster PDF** for which you will eventually record the audio.

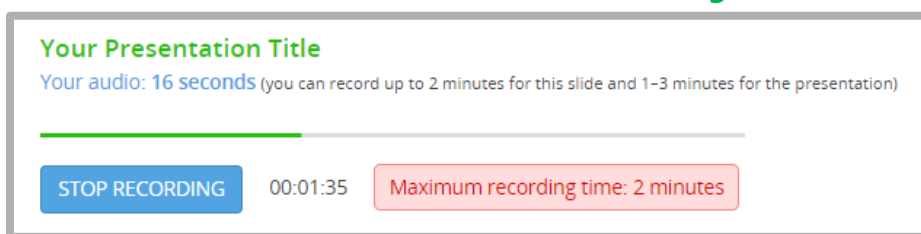
Once your ePoster has been uploaded, it typically takes about 5 minutes for your poster to process before you can begin to add audio via the **'Record Poster Audio'** task.

After enough time has elapsed, return to your task list, and select the **'Record Presentation Audio'** task. To start recording, click on the blue **'Start Recording'** button.



The screenshot shows the ePoster interface. At the top left, there is a headset icon and the text "Your ePoster Title". Below this, a blue button labeled "START RECORDING" is circled in orange. The main content area displays a sample poster titled "Poster with Horizontal Layout: Title of Poster in Calibri, Boldface, 60 Points". The poster includes sections for headings, text, and figures, with specific font and size instructions for each element.

Directly above the recording button is an audio indicator. This indicator will show as a **green bar** if audio is being detected while you are speaking. If this is not showing green as you are speaking, ensure your microphone is turned on.



The screenshot shows the audio recording interface. At the top, it says "Your Presentation Title". Below that, it indicates "Your audio: 16 seconds (you can record up to 2 minutes for this slide and 1-3 minutes for the presentation)". A green progress bar is shown. At the bottom, there is a blue button labeled "STOP RECORDING", a timer showing "00:01:35", and a red button labeled "Maximum recording time: 2 minutes".

When you are finished recording, click the **'Stop Recording'** button. This button will immediately be replaced with audio controls, a **'Save Recording'** button and a **'Delete'** button.

You can play back what you just recorded and, if satisfied, click the **'Save Recording'** button to advance to the next slide.

If you want to re-record the audio, click the **'Delete'** button and start the recording process again.

Learn more about adding synchronized audio by viewing the '[Completing the Poster Audio Task for a Poster Presenter' tip sheet](#) (.pdf) or by watching the '[Poster Presenter Audio Task' video](#).

Upload Handouts (Optional)

You may upload a handout for your ePoster by pressing '**Upload Handouts (Optional)**' on your task list page. The handout can be a .pdf file (preferred) or a Word file (.doc or .docx).

By uploading a handout, you agree to have it published to the meeting website. If you do not wish to have your handout(s) published, please use the "I have nothing to upload" checkbox to opt-out. If you have multiple handouts for a presentation, they should be combined into a single file before uploading.

2 Submit File(s) ☒ I have nothing to upload

Handout

1 Choose File No file chosen

Acceptable file types: .pdf, .zip, .doc, .docx, .ppt, .pptx

Select to opt-out.

Speaker Biography

Your speaker biography will be used on the meeting website and in event marketing materials.



Amy Garren

Director, Brand and Digital Strategy
AOCS, Illinois

As the Director of Brand and Digital Strategy for AOCS I work with AOCS members and volunteer leaders to develop digital services such as the 2020 Virtual AOCS Annual Meeting & Expo. I am glad you are here!

The Virtual Meeting will deliver the same quality presentations and research as our in-person meeting, featuring on-demand delivery and live Q&A chats with presenters. Sessions will cover all ten of AOCS' interest areas and will include research from leading experts in industry and academia.

If you have questions or need support, please contact me. I hope you enjoy the meeting!

Presentation(s):
Virtual 2020 AOCS Annual Meeting & Expo Guide

Email Amy

To provide or update your biography, press the **'Update Your Speaker Biography'** task on your task list page. Your biography should be less than 650 words. After entering your biography, press the grey **'Continue'** button on the bottom left of the webpage.



Please update your biography below. It will be used on the meeting website and in event marketing materials. Include your name, credentials, title, and affiliation in the first sentence.

As the Director of Brand and Digital Strategy for AOCS, I work with AOCS members and volunteer leaders to develop digital services such as webinars and virtual meetings.

If you have questions or need support, please contact me. I am glad you are here!

|



44 words (650 max)
208 characters

Continue

Speaker Profile

Your speaker profile will be used on the meeting website and in event marketing materials.

To provide or update your speaker profile information, press the **'Update Speaker Profile'** task on your task list page.

Your speaker profile offers you the option of providing:

- Personal details such as mailing address and contact information.
- Contact information for attendees (email address, cell phone, and office phone).

The contact information provided in this section is available to all attendees. Leave the applicable section(s) blank if you do not want attendees to contact you.

- Professional information such as your credentials, title, and organization.
- Website and social media links.



Amy Garren

Director, Brand and Digital Strategy
AOCS, Illinois

As the Director of Brand and Digital Strategy for AOCS I work with AOCS members and volunteer leaders to develop digital services such as the 2020 Virtual AOCS Annual Meeting & Expo. I am glad you are here!

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If you have questions or need support, please contact me. I hope you enjoy the meeting!

Presentation(s):

Virtual 2020 AOCS Annual Meeting & Expo Guide



Email Amy

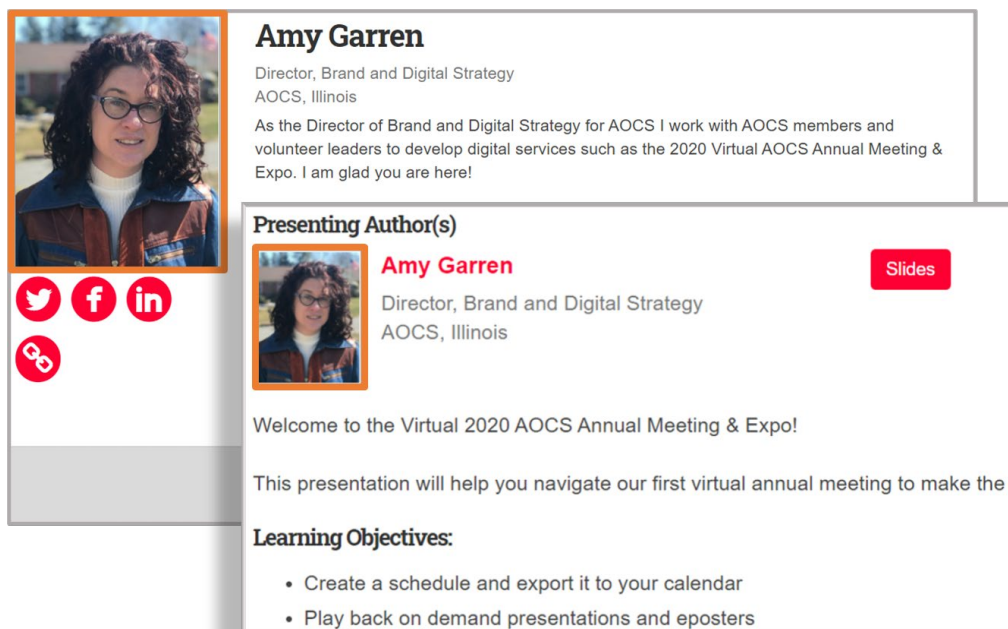
Speaker Photo

Your speaker photo is used on the meeting website and in event marketing materials.

Please upload a digital image (a **high-resolution, professionally produced portrait**, if possible).

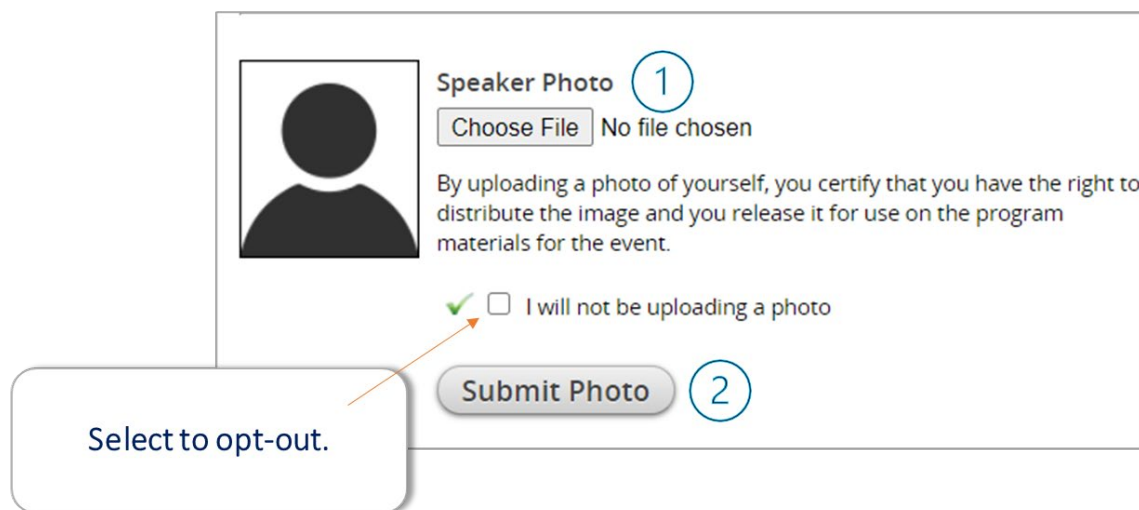
Photo Requirements:

- Minimum size 100 Kb
- Maximum size 500 Kb
- bmp, jpg, or png file



The image shows a sample speaker profile for Amy Garren. On the left is a square portrait photo of a woman with curly hair and glasses. Below the photo are four circular social media icons: Twitter, Facebook, LinkedIn, and Google+. To the right of the photo, the text reads: **Amy Garren**, Director, Brand and Digital Strategy, AOCS, Illinois. Below this is a short bio: "As the Director of Brand and Digital Strategy for AOCS I work with AOCS members and volunteer leaders to develop digital services such as the 2020 Virtual AOCS Annual Meeting & Expo. I am glad you are here!". Further right, under the heading "Presenting Author(s)", is a smaller version of the photo, the name "Amy Garren", her title, and a red "Slides" button. Below this is a welcome message: "Welcome to the Virtual 2020 AOCS Annual Meeting & Expo!". This is followed by a statement: "This presentation will help you navigate our first virtual annual meeting to make the". Under the heading "Learning Objectives:", there is a bulleted list: "Create a schedule and export it to your calendar" and "Play back on demand presentations and eposters".

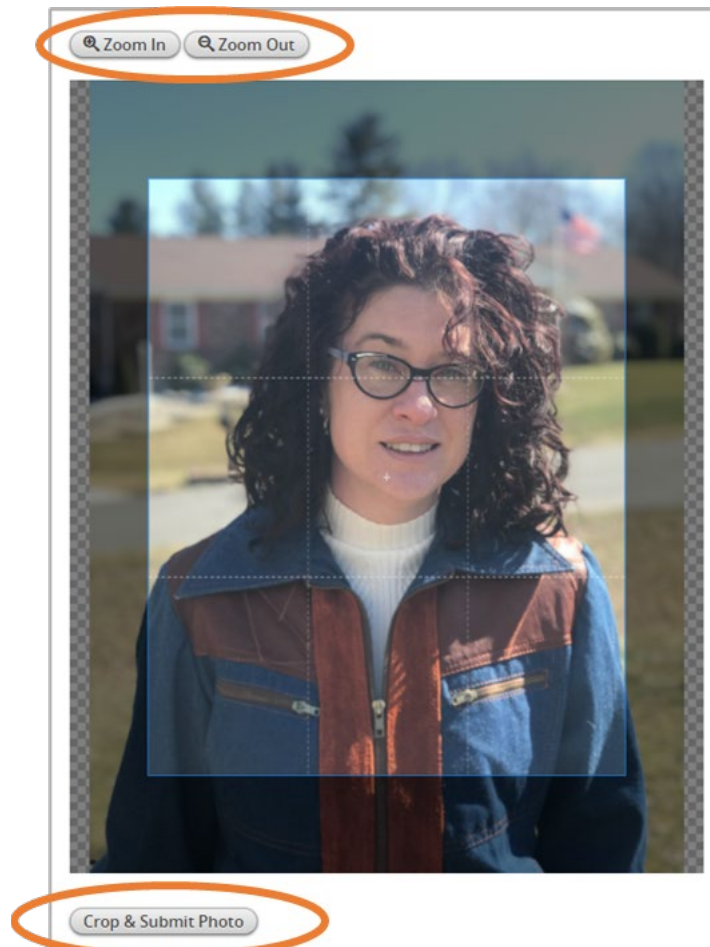
To upload or update your speaker photo, press the 'Speaker Photo Upload' task on your task list page the select and submit your file.



The image shows a web form for uploading a speaker photo. On the left is a placeholder icon of a person's head and shoulders. To the right of the icon, the text "Speaker Photo" is followed by a circled number "1". Below this is a "Choose File" button and the text "No file chosen". A paragraph of text follows: "By uploading a photo of yourself, you certify that you have the right to distribute the image and you release it for use on the program materials for the event." Below this text is a green checkmark icon followed by an unchecked checkbox and the text "I will not be uploading a photo". At the bottom right is a "Submit Photo" button followed by a circled number "2". A callout box with the text "Select to opt-out." has an arrow pointing to the checkbox.

The system then provides a tool to crop your photo to 480 pixels by 600 pixels.

- Click and drag the uploaded image to center it on the highlighted crop box area.
- To zoom in and out on the uploaded image, use the scroll wheel on the mouse, or press the Zoom In and Zoom Out buttons.
- Click 'Crop & Submit Photo'. This task is not complete until you press the grey **'Crop & Submit Photo'** button.



Resources and Contact Information

Visit the presenter resources center at <https://annualmeeting.aocs.org/attend/presenter-resources-center>.

Login Assistance

If you need helping to access the AOCS ePoster Management System or need your access key resent, please contact Ellen Snipes at ellen.snipes@aocs.org.

Technical Support

Should you experience an issue with the ePoster Presentation Management System please contact CadmiumCD technical support:

Hours: 9:00 AM – 9:00PM ET, Monday-Friday

Phone: (Direct) +1 410-638-9239

Phone: (Toll Free) +1 877-426-6323

Email: support@cadmiumcd.com