Session Chair Responsibilities & Guidelines
updated October 13, 2020

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Section I: Overview

Thank you for agreeing to organize a session for the AOCS Annual Meeting! This is an important responsibility and vital to the overall success of your Division and the AOCS Annual Meeting & Expo.

AOCS Annual Meeting & Expo
The AOCS Annual Meeting & Expo is a premier international science and business forum on fats, oils, proteins, surfactants and related materials. Over 3,000 professionals from more than 80 countries attend the annual meeting, representing the industry’s most prestigious corporate, government and academic institutions. For just the second time in its 100+ year history, the AOCS Annual Meeting & Expo will be held entirely online in 2021.

Known for its extensive technical program, the Annual Meeting features more than 650 oral and poster presentations within 10 interest areas: Analytical, Biotechnology, Edible Applications Technology, Health and Nutrition, Industrial Oil Products, Lipid Oxidation and Quality, Phospholipid, Processing, Protein and Co-Products, and Surfactants and Detergents. Learn more about the annual meeting.

Session Development
Each Division is planning sessions on a wide range of subjects within their interest area. View the list of planned sessions.

The Division’s program is supervised by the Division Vice Chair, who serves on the Program Committee. The full list of Program Committee members is included in Appendix A.

Division leaders, including the Vice Chair, will seek out invite session chairs based on their expertise and familiarity with the session topic. Two or more session chairs are appointed for each session.

Abstract Submission
Each year, hundreds of oral and poster abstracts are submitted to AOCS for consideration. The Program Committee and session chairs are charged with reviewing all abstracts and selecting the premier submissions to be included in the annual meeting program. An accepted abstract honors the scientific and scholarly achievements of the presenters and contributes to the growth of the fats and oils industry.

Authors wishing to contribute papers to the AOCS Annual Meeting & Expo must submit an abstract by January 15, 2021. Learn more about the submission process.

Abstract Reviews & Selection
The CadmiumCD Abstract Scorecard is the online meeting programming system used by authors, Program Committee members, and session chairs to submit, view, review, and edit abstracts for the annual meeting. Instructions for navigating the abstract review system begin in Section III.

It is the responsibility of all session chairs, in cooperation with their Division Vice Chair, to develop a strong and focused program to address the theme of the session. This may be done by using a combination of invited and volunteer oral presentations. Your session should provide the audience opportunities for learning, networking and exploring new ideas and concepts. Speakers should address current trends, recent changes, or upcoming challenges industry professionals can expect in the near future.
It is expected that each session chair will:

- Perform the necessary abstract reviews
- Attend check-in calls with their Division Vice Chair
- Meet the established deadlines
- Provide feedback on session development

Session chair responsibilities are detailed in Section II.

Registration Requirements
All Session Chairs are required to register and pay the appropriate registration fees to participate in and attend the AOCS Annual Meeting & Expo. Registration will be available beginning in January 2021. AOCS does not reimburse Session Chairs for registration fees or other expenses incurred during the Annual Meeting.

Contact Information
If you have questions about the AOCS Annual Meeting, please contact Julie May, Program Content Manager at julie.may@aocs.org.

If you have any technical issues with the CadmiumCD Abstract Scorecard, please contact Cadmium technical support at support@cadmiumcd.com or +1 410-638-9239.

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Section II: Session Chair Responsibilities

The role of Session Chair can be broken down into the following six stages:

1. Session planning
2. Speaker invitations
3. Abstract reviews and selection
4. Finalizing your session
5. Preparing for the live session
6. Live session

The first four stages are detailed in the following pages. Information on stages five and six will be provided no later than February 19, 2021.

Dates to remember at-a-glance include:

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2020</td>
<td>Call for Papers opens.</td>
</tr>
<tr>
<td>November 15, 2020</td>
<td>Abstract reviews begin.</td>
</tr>
<tr>
<td>December 15, 2020</td>
<td>Session development milestone: Session Chairs must have identified and confirmed at least 50% of the presenters.</td>
</tr>
<tr>
<td>January 15, 2021</td>
<td>Call for Papers closes. This deadline applies to all abstract submissions – invited, volunteer, oral and poster.</td>
</tr>
<tr>
<td>January 31, 2021</td>
<td>Abstract reviews end. Access to the abstract review system ends.</td>
</tr>
<tr>
<td></td>
<td>Session development milestone: Complete session details are due to AOCS.</td>
</tr>
<tr>
<td>February 19, 2021</td>
<td>Presenter notifications sent by AOCS.</td>
</tr>
<tr>
<td></td>
<td>Presenter uploading of presentation materials begins.</td>
</tr>
<tr>
<td>April 19, 2021</td>
<td>All presenters and session chairs must be registered for the Annual Meeting.</td>
</tr>
<tr>
<td></td>
<td>Presenter uploads are due.</td>
</tr>
</tbody>
</table>

AOCS has carefully considered all aspects of the program development and the deadlines above are firm to ensure all meeting components are completed in the appropriate order.

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Stage 1: Session planning

Session Type
The session under your purview has already been assigned one of three types:

- Invited
- General Sessions
- Poster Sessions

Approximately 60% of all technical program sessions are invited. For additional guidelines specific to general sessions, please see Appendix B. For additional guidelines specific to poster sessions, please see Appendix C.

Please consult with your Division Vice Chair if you are unsure about your session type.

Session Format
Each session will be presented entirely online and is limited to approximately two hours in duration. However, you have the ability to select the best format for your session.

Available formats include:
- Six 20-minute presentations. (default option)
- Five 20-minute presentations and a panel discussion.
- Four 20-minute presentations and one 40-minute presentation.
- Three 20-minute presentations, one 40-minute presentation, and a panel discussion.
- Two 20-minute presentations and two 40-minute presentations.
- One 20-minute presentation, two 40-minute presentations, and a panel discussion.

View detailed session format options in Appendix D.

Once you have decided on a format, you will know how many total oral abstracts you need to select for your session – 3, 4, 5 or 6.

AOCS collects volunteer abstracts – for all 10 interest areas – from November 15, 2020 to January 15, 2021. However, Session Chairs cannot rely on volunteer abstracts to fill their session and must plan on inviting at least 60% of their presenters.

The speaker invitation process is detailed on the following pages.

Questions?
If you have questions, please contact Julie May, Program Content Manager at julie.may@aocs.org.

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Stage 2: Speaker invitations

Presenting at the AOCS Annual Meeting is an opportunity for researchers to share transformative research and applied science with professionals working in all areas of the fats and oils supply chain. At the annual meeting, presenters are able to highlight their achievements, demonstrate their ability in scientific presentations, and receive important feedback from colleagues representing the industry’s most prestigious corporate, government and academic institutions. Likewise, meeting attendees gain invaluable insights and the unique perspective of the guest speaker’s particular field.

Where can you find researchers to invite to speak within your session? Below are a few suggestions:

- Colleagues
- Professional network
- LinkedIn
- Leaders in the field
- Other conferences
- Webinar presenters
- AOCS and Division members*
- AOCS journals
- INFORM magazine

*The online membership directory is currently under construction. If you need help contacting a specific AOCS member, please email meetings@aocs.org and AOCS staff will assist.

The AOCS Annual Meeting & Expo prides itself on addressing relevant and current issues in the industry. Do not be afraid to push boundaries and go after the best and the brightest to speak within your session!

**Pro Tip:** If you are an early-career researcher, organizing sessions is an opportunity for you to meet potential future collaborators!

If you are unsure about a potential speaker, AOCS suggests reaching out informally, explaining that you would like to learn more about their work and explore the idea of having them present at the upcoming annual meeting. Conduct a video call and assess from there.

**Invitation Letter**

Once you have determined the speakers you would like to invite, send out formal speaker invitations. A sample invitation letter is provided in Appendix E.

AOCS recommends sending out your invitations in phases and not all at once. Creating a schedule for inviting your speakers gives you time to reassess in the event some of your first choices decline your invitation. The process is as follows:

1. Distribute a first round of invitations to your top choices of speakers by October 30, 2020. Indicate a response date.
2. Give yourself a designated amount of time for replies. AOCS suggests one week. If you need to follow up with anyone, send a gentle reminder that you are following up to the earlier speaker inquiry and you are available to answer any questions about the session.
3. Assess next steps. Once you have received responses from your first set of potential speaker(s), look at your list and replace speakers who have declined with second choices to invite.
4. Send another batch of invitations and repeat.

**Pro Tip:** Invite early! *All* speakers must be confirmed – with accepted abstracts in the online review system – no later than **January 15, 2021**.

If an invited speaker says they are not available or are not interested in speaking within your session, please thank them for considering the opportunity. If it feels appropriate, you could ask them if they have any recommendations for other speakers on your topic.

**Speaker Funding**
In general, *all* presenters are required to register and pay the appropriate registration fees to present and attend the AOCS Annual Meeting & Expo. [Registration](#) will be available beginning in January 2021. AOCS does not reimburse presenters for registration fees or other expenses incurred during the Annual Meeting.

However, if a top-notch invited speaker has requested funding – and you deem their participation in the session paramount to its success – you may request funding from the Society. Please work with your Division Vice Chair to determine if a funding request should be submitted for a speaker within your session.

Information on speaker funding is included in [Appendix F](#). Do **not** promise funding assistance to any speaker without receiving written approval from AOCS staff.

**Invitation Acceptance**
Once a speaker accepts your invitation, you will want to follow-up to give them more information about the meeting and discuss the content of their talk. The goal of your conversation is to communicate the following:

- Meeting purpose and attendee demographics
- Session purpose and specific learning objectives
- Abstract submission

All presenters – including those that have been invited – are required to complete an abstract submission by **January 15, 2021**. Please remind your invited speakers that they will need to identify the Division and session title during the abstract submission process. This ensures their abstract is routed directly to you for acceptance.

The abstract review and selection process is detailed on the following pages.

**Questions?**
If you have questions, please contact Julie May, Program Content Manager at julie.may@aocs.org.
Stage 3: Abstract reviews and selection

Abstract reviews will begin on November 15, 2020 and end on January 31, 2021. All Session Chairs and Program Committee members will receive log-in credentials for the CadmiumCD review portal on **November 15, 2020**. Instructions for navigating the abstract review system begin in Section III.

Log in to the abstract review system early and often to:

- Ensure your invited speakers have submitted their abstract. If not, send them a reminder! *All presenters – including those that have been invited – are required to complete an abstract submission by January 15, 2021.*
- Check for quality volunteer abstracts. You will *not* be notified when new abstracts are added for review; you must enter the system to check for new abstracts. Abstracts will continue to be submitted for the meeting until January 15, 2021.
- Request that abstracts be moved from your session into another review pool where they may be more relevant. We don’t want to turn away a good talk if we don’t have to!

The AOCS Governing Board has requested a session development check-point mid-way through the abstract review process. The AOCS Governing Board requires that by **December 15, 2020**, all Session Chairs have identified and confirmed at least 50% of the speakers to present within their session.* Presentations are considered confirmed when the abstract within AOCS’ abstract management system (CadmiumCD) is marked as “Accepted.”

When your session is complete, notify Julie May at julie.may@aocs.org so she can close your session to new submissions. If there are abstract cancellations, changes, or additions, the process will be overseen and manually processed by Julie May in communication with you as the session chair.

By **January 31, 2021**, Session Chairs must have confirmed 100% of the speakers to present within their session.* Presentations are considered confirmed when the abstract within AOCS’ abstract management system (CadmiumCD) is marked as “Accepted.”

The process for finalizing your session is detailed on the following pages.

**Pro Tip:** Don’t wait to review abstracts! Fill your session as early as possible and send any remaining quality abstracts to other sessions for review. Working ahead of the deadlines ensures a quality program for the entire Division!

*A motion to approve the proposed policy establishing session chair deadlines was passed by members of the AOCS Executive Committee without objection on June 19, 2018.*

**Questions?**
If you have questions, please contact Julie May, Program Content Manager at julie.may@aocs.org.
Stage 4: Finalizing your session

By **January 31, 2021**, all sessions must be finalized.* A session is considered finalized when an email – containing the following information – is received by AOCS (julie.may@aocs.org):

- desired session format (see options in Appendix D)
- presentation order (which indicates the presentation length of each talk)
- confirmation that the appropriate number of abstracts (3–6 depending on the format) have been marked as “accepted” within AOCS’ abstract management system (CadmiumCD)

Unless AOCS staff receives confirmation of the items above, your session will **default** to the following:

- session format option #1 – maximum of 6, 20-minute oral presentations
- speakers are those accepted into your session and with an accepted abstract within AOCS’ abstract management system (CadmiumCD)
- the order in which abstracts were accepted in the review system becomes the presentation order

**Pro Tip:** Don’t leave the order of your presentations up to chance! Take time to carefully review your selected presentations and arrange them in an order that tells a compelling story. Ideally, all of the talks in your session will build off or complement each other in some way as to make a cohesive session.

* A motion to approve the proposed policy establishing session chair deadlines was passed by members of the AOCS Executive Committee without objection on June 19, 2018.

**Presenter Notifications**

Presenters will receive notification of their acceptance from AOCS on February 19, 2021. Presenters will also receive instructions on how to upload their supporting materials on this date.

**Questions?**

If you have questions, please contact Julie May, Program Content Manager at julie.may@aocs.org.

Stage 5: Preparing for the live session

Information on next steps will be provided no later than **February 19, 2021**.

Stage 6: Live session

Information on next steps will be provided no later than **February 19, 2021**.
Section III: Abstract Review System User Guide

All presenters – including those that have been invited – are required to complete an abstract submission by January 15, 2021. Learn more about the submission process.

Detailed instructions for utilizing the CadmiumCD system for abstract reviews will be provided on November 15, 2020.

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## Appendix A: 2020–2021 AOCS Program Committee

### Program Committee Chair
Eric “Rick” Theiner, Evonik, USA

### Program Committee Members
Along with Rick Theiner, the Program Committee consists of the Division Vice-Chair from each of the 10 AOCS Divisions.

<table>
<thead>
<tr>
<th>Division</th>
<th>Division Vice Chair</th>
</tr>
</thead>
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<tr>
<td>Analytical</td>
<td>Francesca Giuffrida, Nestle Research, Switzerland</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:francesca.giuffrida@rdls.nestle.com">francesca.giuffrida@rdls.nestle.com</a></td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Todd Underiner, Procter &amp; Gamble, USA</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:underiner.tl@pg.com">underiner.tl@pg.com</a></td>
</tr>
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<td>Edible Applications Technology</td>
<td>Kaustuv Bhattacharya, DuPont Nutrition &amp; Health, Denmark</td>
</tr>
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<td><a href="mailto:kaustuv.bhattacharya@dupont.com">kaustuv.bhattacharya@dupont.com</a></td>
</tr>
<tr>
<td>Health and Nutrition</td>
<td>Matthew (Matt) Miller, Cawthron Institute Nelson, New Zealand</td>
</tr>
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<td><a href="mailto:matt.miller@cawthron.org.nz">matt.miller@cawthron.org.nz</a></td>
</tr>
<tr>
<td>Industrial Oil Products</td>
<td>Brajendra (BK) Sharma, University of Illinois, USA</td>
</tr>
<tr>
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<td><a href="mailto:bksharma@illinois.edu">bksharma@illinois.edu</a></td>
</tr>
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<td>Lipid Oxidation and Quality</td>
<td>Karen Schaich, Rutgers University, USA</td>
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<td><a href="mailto:schaich@sebs.rutgers.edu">schaich@sebs.rutgers.edu</a></td>
</tr>
<tr>
<td>Phospholipid</td>
<td>Ozan Ciftci, University of Nebraska-Lincoln, USA</td>
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<td><a href="mailto:ciftci@unl.edu">ciftci@unl.edu</a></td>
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<td>Processing</td>
<td>Usha Thiym-Hollaender, University of Manitoba, Canada</td>
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<tr>
<td>Protein and Co-Products</td>
<td>Lamia L'Hocine, Agriculture &amp; Agri-Food Canada (AAFC), Canada</td>
</tr>
<tr>
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<td><a href="mailto:lamia.lhocine@canada.ca">lamia.lhocine@canada.ca</a></td>
</tr>
<tr>
<td>Surfactants and Detergents</td>
<td>Michael Williams, Evonik Corporation, USA</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:michael.williams@evonik.com">michael.williams@evonik.com</a></td>
</tr>
</tbody>
</table>

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Appendix B: General Session Guidelines

Each of AOCS’ ten Divisions organize a general session designed to contain high-quality abstracts that do not fit within the other pre-determined session topics. General sessions are typically composed of volunteer abstracts and may include presentations by students and Division award winners.

Session Chairs for general sessions should log in to the abstract review system early and often to:

- Check for quality volunteer abstracts. You will not be notified when new abstracts are added for review; you must enter the system to check for new abstracts. Abstracts will continue to be submitted for the meeting until January 15, 2021.
- Request that abstracts be moved from your session into another review pool where they may be more relevant.

General sessions are exempt from the December 15, 2020 session development milestone detailed in Stage III.

By January 31, 2021, Session Chairs must have confirmed 100% of the speakers to present within their session.* Presentations are considered confirmed when the abstract within AOCS’ abstract management system (CadmiumCD) is marked as “Accepted.”

Pro Tip: If your session fills early, please notify Julie May at julie.may@aocs.org. In consultation with your Division Vice Chair, you can either close your session to new submissions or explore other options, including scheduling a second general session. We don’t want to turn away good talks if we don’t have to!

Questions?
If you have questions, please contact Julie May, Program Content Manager at julie.may@aocs.org.

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Appendix C: Poster Session Guidelines

Each of AOCS’ ten Divisions organize a poster session designed to contain high-quality, volunteer poster presentations.

During the abstract submission process, authors have the option to:
- Choose between an oral and poster submission. Only those that choose ‘poster’ are routed to Poster Session Chairs for review.
- Indicate if they are a student. All poster abstracts submitted by students are automatically entered in the Division’s Student e-Poster Pitch Competition.

Learn more about the abstract submission process.

Poster session chairs should log in to the abstract review system early and often to:
- Check for quality abstracts. You will not be notified when new abstracts are added for review; you must enter the system to check for new abstracts. Abstracts will continue to be submitted for the meeting until January 15, 2021.
- Request that particularly good abstracts be considered for an oral presentation slot.

Poster sessions are exempt from the December 15, 2020 session development milestone detailed in Stage III.

By January 31, 2021, Session Chairs must have confirmed 100% of the posters to be included in the Poster Session. *Posters are considered confirmed when the abstract within AOCS’ abstract management system (CadmiumCD) is marked as “Accepted.”

* A motion to approve the proposed policy establishing session chair deadlines was passed by members of the AOCS Executive Committee without objection on June 19, 2018.

Questions?
If you have questions, please contact Julie May, Program Content Manager at julie.may@aocs.org.

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Appendix D: Oral Session Format Options

Due to the complexities of live, online sessions, the following session formats are *not* customizable. If you have questions, please contact Julie May, Program Content Manager at julie.may@aocs.org.

**DEFAULT / Option #1:** Six 20-minute presentations. (No panel discussion)

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8–8:05</td>
<td>5 mins</td>
<td>Session introduction</td>
</tr>
<tr>
<td>8:10–8:30</td>
<td>20 mins</td>
<td>Paper #1</td>
</tr>
<tr>
<td>8:35–8:55</td>
<td>20 mins</td>
<td>Paper #2</td>
</tr>
<tr>
<td>9–9:20</td>
<td>20 mins</td>
<td>Paper #3</td>
</tr>
<tr>
<td>9:25–9:45</td>
<td>20 mins</td>
<td>Paper #4</td>
</tr>
<tr>
<td>9:50–10:10</td>
<td>20 mins</td>
<td>Paper #5</td>
</tr>
<tr>
<td>10:15–10:35</td>
<td>20 mins</td>
<td>Paper #6</td>
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</table>

**Option #2:** Five 20-minute presentations and a panel discussion.

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8–8:05</td>
<td>5 mins</td>
<td>Session introduction</td>
</tr>
<tr>
<td>8:10–8:30</td>
<td>20 mins</td>
<td>Paper #1</td>
</tr>
<tr>
<td>8:35–8:55</td>
<td>20 mins</td>
<td>Paper #2</td>
</tr>
<tr>
<td>9–9:20</td>
<td>20 mins</td>
<td>Paper #3</td>
</tr>
<tr>
<td>9:25–9:45</td>
<td>20 mins</td>
<td>Paper #4</td>
</tr>
<tr>
<td>9:50–10:10</td>
<td>20 mins</td>
<td>Paper #5</td>
</tr>
<tr>
<td>10:15–10:45</td>
<td>30 mins</td>
<td>Panel discussion</td>
</tr>
</tbody>
</table>

**Option #3:** Four 20-minute presentations and one 40-minute presentation. (No panel discussion)

<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>8–8:05</td>
<td>5 mins</td>
<td>Session introduction</td>
</tr>
<tr>
<td>8:10–8:50</td>
<td>40 mins</td>
<td>Keynote/Paper #1</td>
</tr>
<tr>
<td>8:55–9:15</td>
<td>20 mins</td>
<td>Paper #2</td>
</tr>
<tr>
<td>9:20–9:40</td>
<td>20 mins</td>
<td>Paper #3</td>
</tr>
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<td>9:45–10:05</td>
<td>20 mins</td>
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<tr>
<td>10:10–10:30</td>
<td>20 mins</td>
<td>Paper #5</td>
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**Option #4:** Three 20-minute presentations, one 40-minute presentation, and a panel discussion.

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<td>40 mins</td>
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<tr>
<td>9:20–9:40</td>
<td>20 mins</td>
<td>Paper #3</td>
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<tr>
<td>9:45–10:05</td>
<td>20 mins</td>
<td>Paper #4</td>
</tr>
<tr>
<td>10:10–10:40</td>
<td>30 mins</td>
<td>Panel discussion</td>
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*NOTE: Times above are for illustrative purposes only. Actual time of live sessions will vary. Session scheduling will be finalized on February 19, 2021.*
**Option #5:** Two 20-minute presentations and two 40-minute presentations. (No panel discussion)

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<td>40 mins</td>
<td>Keynote/Paper #2</td>
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<tr>
<td>9:40–10</td>
<td>20 mins</td>
<td>Paper #3</td>
</tr>
<tr>
<td>10:05–10:25</td>
<td>20 mins</td>
<td>Paper #4</td>
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**Option #6:** One 20-minute presentation, two 40-minute presentations, and a panel discussion.

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<tr>
<td>10:05–10:35</td>
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<td>Panel discussion</td>
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</tbody>
</table>

*NOTE: Times above are for illustrative purposes only. Actual time of live sessions will vary. Session scheduling will be finalized on February 19, 2021.*

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Appendix E: Sample Speaker Invitation Letter

[Date]

Dear [name],

The 2021 AOCS Annual Meeting & Expo – a premier international science and business forum on fats, oils, surfactants, proteins and related materials – will take place online in May 2021. Known for its extensive and interdisciplinary technical program, the annual meeting features more than 600 oral and poster presentations within 10 interest areas, including [interest area].

Founded in 1909, the American Oil Chemists’ Society (AOCS) is a global scientific society open to all individuals and corporations interested in oils, fats, proteins, surfactants and related materials. AOCS is a trusted source of information for its 3,000+ members and thousands of nonmembers from more than 90 countries worldwide. Our meetings advance and facilitate collaborations that can only occur at the intersection of individuals from industry, academia, and government.

As part of the annual meeting, the [Division Name] Division will host a session titled, “[session title].” We are inviting researchers in the [interest] discipline to give presentations on their latest research findings and potential applications. Your work on [topic] is of interest to many and it would be an honor to have you present your [knowledge/research] within this session.

In addition, I am confident that you will enjoy the meeting program and the opportunity to network with individuals from around the world that are interested in the [interest area].

Your acceptance or decline of this invitation to present in the above session is kindly requested by [date].

Please let me know if you have any questions regarding this invitation. I look forward to receiving confirmation of your participation and working with you to develop a robust and engaging session for the 2021 AOCS Annual Meeting & Expo.

Best regards,

[Session Chair Name]
[Session Chair Contact Information]
AOCS recognizes that the Society’s ability to find and secure oral presenters is crucial to the success of the Annual Meeting; high-quality speakers add credibility and reputation to the event.

In the past, AOCS Divisions were tasked with securing session sponsorship and allocating funds from Division budgets to support speakers. Division leadership teams were also responsible for determining the amount of funding each speaker would receive and delivering the decisions. **However, this process is changing beginning with the 2021 AOCS Annual Meeting & Expo.**

Annual meeting session chairs may apply for funding for invited speakers in the following forms:

**Registration exception**
- Invited speaker is exempt from the requirement to register and pay applicable registration fees to attend the AOCS Annual Meeting & Expo. Invited speaker will only be able to:
  - present in their session
  - participate in Q&A and/or panel discussions within their session
- Speakers who are granted a registration exception can disregard the April 19 registration deadline listed in the [AOCS Annual Meeting Funding Rules and Guidelines](#). No action relative to registration is required.

**Registration fee waiver**
- Invited speaker is able to register for the AOCS Annual Meeting & Expo at no charge. The speaker will be required to register for the annual meeting – using a provided promo code – no later than April 19, 2021.
- Invited speaker will have access to the entire AOCS Annual Meeting & Expo, including:
  - 80+ live broadcast technical sessions, Featured Sessions, Hot Topic Symposia, and exhibitor presentations
  - On-demand access to all oral and poster presentations for at least 30 days
  - Interactive expo hall and networking events

**Honorarium**
- An honorarium is considered self-employment income by the IRS and is usually taxed accordingly in the United States. Honorariums will be paid via wire transfer. An honorarium does not include the required meeting registration fee.

**To request funding from AOCS, please complete and submit the online request form on or before January 15, 2021.**

A committee of AOCS members will review all requests and determine how to allocate available Society funds. Allocations will comply with [AOCS Annual Meeting Funding Rules and Guidelines](#) and will consider relevance of the presentation to the event’s purpose and the educational mission of the annual meeting, potential session attendance and past funding allocations.

AOCS staff will contact the session chair listed on the form once a decision has been made. **Do not promise funding assistance to any speaker without receiving written approval from AOCS staff.**

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**Appendix F: Speaker Funding**
The online form requests the following information:

Session information
- Division/interest area
- Session title
- Session chair requesting funding
- Session chair’s email address

Invited speaker information
- First, middle initial and last name/family name
- Title/position
- Company/institution
- Country
- Email address

Supporting information
- Appropriate context that may support the funding request. For example, how will the speaker and their presentation add value to the Annual Meeting program?
- Relevant professional credentials, as well as the web address(es) of the speaker’s research or website.

Funding type(s) requested
- Registration exception
- Registration fee waiver
- Honorarium amount requested

**Pro Tip:** Make sure your funding request thoroughly details the importance of securing this speaker in the program! Be sure to describe how their talk will elevate the meeting’s program and draw attendees to the session!

Questions?
If you have questions about speaker funding, please contact Ellen Snipes at ellen.snipes@aocs.org.

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