

# AOCS Exhibitor & Sponsor Management System

## User Guide Contents

The following tutorials will help you access, and upload materials to set-up your digital exhibitor profile for the Annual Meeting & Expo:

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If you have any questions or need assistance, please contact Clara Chun, Customer Success Manager, Partnerships at [clara.chun@aocs.org](mailto:clara.chun@aocs.org).

# AOCS Exhibitor & Sponsor Management System User Guide

## Log-In

2024 AOCS  
Annual Meeting  
& Expo



Co-located  
April 28–May 1, 2024  
Montréal, Québec, Canada



Sustainable  
Protein Forum

AOCS Annual Meeting

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### Welcome to the AOCS Exhibitor & Sponsor Management System

Welcome to the 2024 Exhibitor & Sponsor Management System, where exhibitors can input digital exhibitor profile information and access details. Please use the access key sent in your welcome email to log in.

We look forward to working with each and every one of you!

#### Need help?

Should you need your credentials or help to access the system please contact Clara Chun, AOCS Customer Success Manager, by email at [clara.chun@aocs.org](mailto:clara.chun@aocs.org) or by phone at (+1) 217.693.4816.

Enter your **EMAIL** address (the one your login credentials were sent to) and the **ACCESS KEY** that was provided in the email. Then click on the “Login” button.

Log In

Email Address

ACCESS KEY

Lost your Access Key? or Need help?

Login

Questions? Customer Experience Manager:  
Clara Chun – [clara.chun@aocs.org](mailto:clara.chun@aocs.org) / (217) 693-4816

# Privacy Notice

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## Privacy Notice

Skip Form

**ADMIN MODE:** You can continue without affecting Clara Chun's consent form by pressing the 'Skip Form' button.  
**SPECIAL NOTE:** Since you are an administrator, you should NOT fill in this form. Use the 'Skip Form' button above.

Please carefully read the text below and then indicate your consent at the bottom of the page.



### Summary

We are collecting your personal data on behalf of American Oil Chemists' Society to allow them to manage exhibitors, sponsors and create an interactive floorplan through our platform. We may share your information with American Oil Chemists' Society's vendors related to registration, membership and 3rd party analytics services.



### Full Text (version 2802-21775-315)

Print

Export

#### 1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <https://www.cadmiumcd.com/cadmiumcd/privacy.asp>. The terms personal data and personally identified data are used interchangeably. American Oil Chemists' Society is a Controller of the personal data you (data subject) provide us. Cadmium is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).

#### 2. Why we need it

We need your personal data in order to allow the Controller to manage the submission, review, scheduling or administration of your information through our software systems.

#### 3. What we do with it

Your personal data is processed in Forest Hill, Maryland located in the United States. Hosting and storage of your data takes place in the Rackpace Cloud which has a global footprint and in our dedicated Rackpace Servers which are located in the United States. As requested by American Oil Chemists' Society, we may share your information with American Oil Chemists' Society's vendors related to registration, membership and 3rd party analytics services.

#### 4. How long we keep it

According to our Data Retention Policy we will keep your personal data for a period of 6 years from the last date we process your data on behalf of the Controller. After this period, your personal data will be irreversibly destroyed or anonymized. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

#### 5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, upon approval by the Controller. Please contact us through data subject access request form found on our website at <https://cadmiumcd.com/mydata>.

In the event that you wish to complain about how we have handled your personal data, please contact Data Protection Administrator at [privacy@GoCadmium.com](mailto:privacy@GoCadmium.com) or in writing at:

Cadmium  
c/o Data Protection Administrator  
19 Newport Drive, Ste. 101  
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.



### Consent

I have reviewed the privacy notice below and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumcd.com/mydata>.


Please type your full name on the line above.

Skip Form


**ADMIN NOTE:**  
The people who log in are required to click the checkbox to acknowledge their consent to the Privacy Notice. Their signature must include two words, one of which should be their first or last name.


You must check the "I Consent" box and type your name on the line beneath the consent paragraph. When you've done that, click on the "Continue" button to go to the next step.

# Tasks





**Co-located**  
April 28–May 1, 2024  
Montréal, Québec, Canada





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### EVENT INFORMATION





 **Dates:** Apr 28 – May 1, 2024  
(Sun — Wed)


 **Location:**  
Palais des congrès de Montréal  
Montréal, Québec

 **More Information:** [Website](#)


### YOUR INFORMATION




 **ABC Company:**  
Booth 234 — Size: 10 x 10 (100 sqft)  
User: Clara Chun (1 login)

 [Preview Your Booth](#)






### EXHIBITOR SUCCESS CENTER




 We always welcome feedback and want to hear what you like and your suggestions. [Give feedback Now](#)

### TASKS

(you have 5 tasks left to complete out of a total 5 assigned tasks)

-  [Company Details and Description](#) (task is due 3/29/2024)
-  [Company Logo Upload 1200x400 \(.ai or .eps\)](#) (task is due 3/29/2024)
-  [Brochure Upload \(PDF\)](#) (task is due 3/29/2024)
-  [Create or Update Staff Profiles](#) (task is due 3/29/2024)
-  [Review the Terms & Conditions](#) (task is due 3/29/2024)

### NEED HELP?



If you need help performing your tasks or have a question, please contact Clara Chun, AOCS Customer Success Manager, by email at [clara.chun@aoacs.org](mailto:clara.chun@aoacs.org) or by phone at +1 217.693.4816.

The information above the “TASKS” bar is general information regarding the event and should also display your own information under the “YOUR INFORMATION” section.

You will begin your tasks using the links listed underneath the “TASKS” bar.

To begin, click on the blue link entitled “**Company Details and Description.**” This will take you to the screen shown on page 6.

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# AOCS Exhibitor & Sponsor Management System

## Uploads Cheat Sheet

The [Exhibitor & Sponsor Management System](#) allows each Annual Meeting partner to upload various logos and resources.

Digital exhibitor profiles allow the following uploads:

Type	Quantity	Maximum Size	Acceptable file format(s)	Recommendation
Company description*	1	500 words	Text	3–4 sentences
Company logo*	1	1200x400 horizontal	<b>Note only</b> .ai or .eps	Vector file – artwork that can be scaled to any size without loss of quality
Company brochure*	1	30MB	.pdf	
External links*	≤ 6	n/a	URL beginning with https://	
Staff photos*	≤ 4	400x400	.png or .jpg	1 per staff profile

\*AOCS suggests uploading this content at a minimum.

Once you have gathered all of your inputs, please access the [Exhibitor & Sponsor Management System](#) to upload them where necessary.

If you have any questions or need assistance, please contact Clara Chun, Customer Success Manager, Partnerships at [clara.chun@aocs.org](mailto:clara.chun@aocs.org).

# Company Details and Description

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## COMPANY DETAILS AND DESCRIPTION

(task is due Friday, March 29, 2024)

Save and Complete Task



ADMIN MODE: Check this box to bypass any task settings by disabling the submit button

[Click Here to disable settings](#)



Please provide or edit your company details. When finished please click the 'Save and Complete Task' button on the upper right hand side of this page.



### Company Name

Please edit your company name below (if it needs to be adjusted).

ABC Company \*

Company name as it will be seen by attendees on the meeting website and in related materials.

ABC Company \*



### Website Address

(include https://)



### Twitter Page

Example: <https://twitter.com/aocs>

Twitter Web Page

Enter your desired hashtag (example #AOCs2021)

Twitter Hashtag



### Facebook Page

Facebook Web Page



### LinkedIn Profile Page

LinkedIn Profile Web Page



### Instagram Page

Instagram Profile Web Page ?



### Company Contact Information

Enter or update your company's phone number and primary email address.

Telephone Number

Email



### Company Mailing Address

ABC Company

123 Lake Street

Apt., Suite, Bldg. (optional)

Chicago

IL

60610

United States

Fill out all the information that is applicable on this screen. **Please note, fields with an \* are required to be filled in.**

This information populates the annual meeting websites (annualmeeting.aocs.org and Attendee Meeting Manager site) before, during and after the annual meeting. This provides meeting attendees vital contact information to reach you, so please populate all non-social media fields. Then, be sure and populate the social media address fields with the social media accounts your company utilizes.

## Company Details and Description, cont.

Be sure to provide a **brief company overview** here.



### Description

Please provide a short (3-4 sentences) company overview describing your organization.

0 words (500 max)

0 characters



Select the all categories that apply to your company, products or services.

- Analytical
- Animal Feed
- Biochemistry
- Biodiesel and Biorenewables
- Biotechnology
- Edible Applications Technology, Food
- Fermentation
- Food Structure
- Health and Nutrition
- Industrial Oil Products
- Lipid Oxidation and Quality
- Oleochemicals
- Personal Care, Fabric and Home Care, Cosmetics
- Phospholipids
- Processing
- Protein and Co-Products
- Pulses and Plant-Based Proteins
- Specialty Oils
- Surfactants and Detergents

Please check any and all boxes that apply to your company's offerings. This will increase how many times you show up in attendee searches by categories.

After marking the relevant categories, click on "Save and Complete Task" which will take you to the next task.

Save and Complete Task

# Company Logo Upload

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## COMPANY LOGO UPLOAD 1200X400 (.AI OR .EPS)

(task is due Friday, March 29, 2024)

Submit Logo

ADMIN MODE: Check this box to disable logo format requirements.

Disable format requirements



Please upload a 1200x400 vector version of your logo (Adobe Illustrator .ai or .eps versions are accepted) for 2024 AOCS Annual Meeting & Expo | SPF Sustainable Protein Forum.

Press the 'Browse' button below to select a file to upload as your logo, then press the 'Submit Logo' button on the upper right hand side of this page to save and complete this task.

Your logo must be either a .ai or .eps file.

**PLEASE NOTE:** Vector logo files (.ai and .eps) are now automatically converted to graphic files (.png) when you upload them (this process can take up to 30s). Your logo must have all text elements converted to outlines prior to uploading the logo and we strongly recommend uploading an RGB (color space) .eps logo. Text elements that are not converted to outlines will have their fonts substituted, changing your logo's appearance.

Please upload a version of your logo that will be visible on a white background and make sure that the logo is cropped to the boundaries of the original logo artwork. Also, make sure that only your logo is in the file you upload. Whatever you upload will be potentially shown to attendees, so avoid extra content like reference colors and unnecessary graphic elements that are not part of your logo.

Once your logo is processed, you will see it previewed on your task list page. If it does not appear the way you expect it to, try uploading a RGB color space .eps file.



Company Logo

Choose File No file chosen

By uploading your company's logo, you certify that you have the right to distribute the logo and you release it for use on 2024 AOCS Annual Meeting & Expo | SPF Sustainable Protein Forum meeting websites.

Click Choose File to browse.

Upload a 1200x400 horizontal **vector version** of your logo.

**NOTE: It must be an .ai or .eps file (no other file types accepted).**

After selecting a file for uploading click **Submit Logo**.



A **response is required** for this task.

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### BROCHURE UPLOAD (PDF)

Submit Brochure



ADMIN MODE: Check this box to disable task achievements when you submit data on this page

Bypass task completion

Please upload a PDF version of your brochure (up to 30MB file size).



Press the 'Browse' button below to select a file, then press the 'Submit Brochure' button on the upper right hand side of this page to save and complete this task.

This PDF will link from the 'Brochure' button in your digital exhibitor profile on the website.



Choose File No file chosen

(this is a required upload)

I will not be uploading a brochure

Upload a PDF version of your brochure (up to 30MB file size)  
**Press Submit Brochure.**

Or indicate if you will not be uploading a brochure.

# Create or Update Staff Profiles

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## CREATE OR UPDATE STAFF PROFILES

Save Company Representative List



Please select or create your company team member(s) to display on the meeting website and within your digital exhibitor profile.

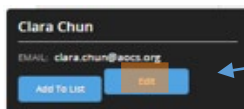
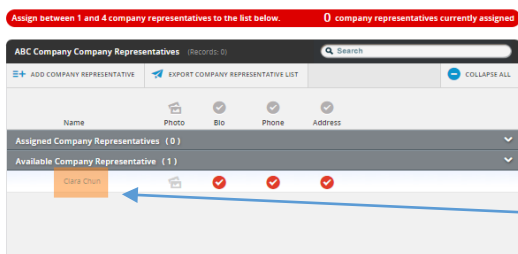
A staff profile may include:

- Full name, professional credentials and contact information
- Brief biography
- Headshot (This photo needs to be 400 pixels wide and 400 pixels high. If the photo you upload does not meet those requirements, the photo will have to be cropped.)

To add a team member from 'Available Company Representative' to 'Assigned Company Representative', simply click their name, then Edit to review the current details. If they are correct, simply click Save Changes to exit the popup, then click their name again and select 'Add to List'.

If you need to add a member of your team, click the blue plus sign to the left of 'Add Company Representative', enter the requested contact details, then click Save Changes to exit the popup.

Once you have selected the staff, press the 'Save Company Representative List' button on the upper right hand side of this page to complete this task.



For every Representative entered, there are five categories to complete in the Profile Editor. *Start with your own profile (your name should appear here) under Available Company Representative.*

Click on your Name followed by Edit. Please note, fields with an \* are required to be filled in.

Profile Editor

### 1. Core Data

Cont. on next page

## Create or Update Staff Profiles, cont.

The screenshot shows the 'Edit Profile Editor' interface. On the left is a navigation menu with options: Summary, Core Data, Professional Info (highlighted in green), Biography, Address, and Photo. The main content area is titled 'Credentials' and contains three text input fields. The first field is empty. The second field is labeled 'Position/ Job Title \*' and has a red asterisk. The third field is labeled 'Company \*' and also has a red asterisk. Each field has a blue question mark icon to its right. At the bottom of the form are two buttons: 'CLOSE' and 'SAVE CHANGES'.

Continue with Profile Editor **Please note, fields with an \*** are required to be filled in.

2. Professional Info
3. Biography
4. Address

Cont. on next page

The screenshot shows the 'Edit Profile Editor' interface with the 'Biography' section selected in the navigation menu. The main content area is titled 'Biography' and contains a large, empty text area for entering a biography. A blue question mark icon is located in the top right corner of the text area. At the bottom of the form are two buttons: 'CLOSE' and 'SAVE CHANGES'.

The screenshot shows the 'Edit Profile Editor' interface with the 'Address' section selected in the navigation menu. The main content area is titled 'Company / Organization' and contains several input fields: 'Company / Organization', 'Street Address', 'Apartment, Suite or Building', 'City', 'State / Province' (a dropdown menu), 'Zip / Postal Code', and 'Country' (a dropdown menu). Each field has a blue question mark icon to its right. At the bottom of the form are two buttons: 'CLOSE' and 'SAVE CHANGES'.

## Create or Update Staff Profiles, cont.

**Staff Photo \***

Upload a photo to show on your company profile. This photo needs to be 400 pixels wide and 400 pixels high. If the photo you upload does not meet those requirements, the photo will have to be cropped.

Drag your photo into this box  
OR  
Click to browse your computer for a photo

CLOSE SAVE CHANGES

Update the last category.  
**Please note, fields with an \* are required to be filled in.**

- 5. Photo** (400 pixels wide and 400 pixels high)

When complete, click **Save Changes**.

Assign between 1 and 4 company representatives to the list below. 0 company representatives currently assigned

ABC Company Company Representatives (Records: 0)

ADD COMPANY REPRESENTATIVE EXPORT COMPANY REPRESENTATIVE LIST COLLAPSE ALL

Name	Photo	Bio	Phone	Address
<b>Assigned Company Representatives (0)</b>				
<b>Available Company Representative (1)</b>				
Clara Chun				

Once a Company Representative has been added they appear as **Available Company Representative**. Click on the name and indicate **Add to List**. You will get a pop-up to add the Company Representative, click **Yes**.

Assign between 1 and 4 company representatives to the list below. 0 company representatives currently assigned

ABC Company Company Representatives (Records: 0)

ADD COMPANY REPRESENTATIVE EXPORT COMPANY REPRESENTATIVE LIST COLLAPSE ALL

**Clara Chun**

EMAIL: clara.chun@aoocs.org  
POSITION: Customer Success Manager

Add To List Cancel

To add a team member from 'Available Company Representative' to 'Assigned Company Representative', simply click their name, then Edit to review the current details. If they are correct, simply click Save Changes to exit the pop-up, then click

You are about to add Clara to the Company Representative list.  
Would you like to continue?

CANCEL YES

Assign between 1 and 4 company representatives to the list below. 0 company representatives currently assigned

ABC Company Company Representatives (Records: 0)

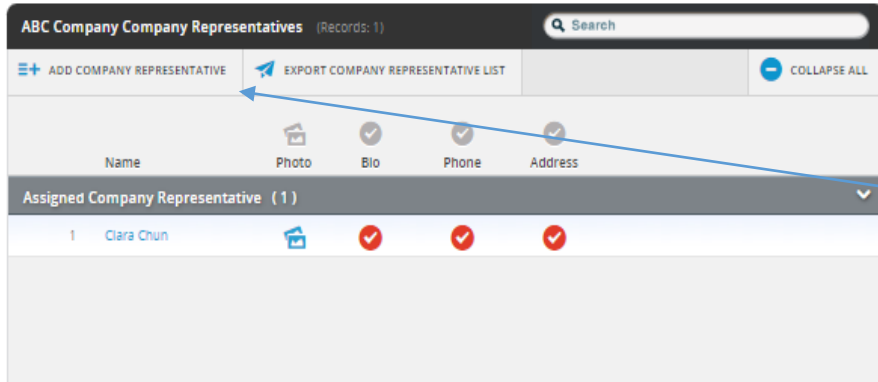
ADD COMPANY REPRESENTATIVE EXPORT COMPANY REPRESENTATIVE LIST COLLAPSE ALL

Name	Photo	Bio	Phone	Address
<b>Assigned Company Representatives (0)</b>				
<b>Available Company Representative (1)</b>				
Clara Chun				

## Create or Update Staff Profiles, cont.

### Add Additional Company Representative

Assign between 1 and 4 company representatives to the list below. 1 company representative currently assigned



The screenshot shows a web interface for managing company representatives. At the top, a green notification bar states "Assign between 1 and 4 company representatives to the list below. 1 company representative currently assigned". Below this is a table titled "ABC Company Company Representatives (Records: 1)". The table has columns for Name, Photo, Bio, Phone, and Address. A blue arrow points from the "ADD COMPANY REPRESENTATIVE" button to the "Bio" column. Another blue arrow points from the "Assigned Company Representative (1)" dropdown menu to the "Bio" column. The table contains one row for Clara Chun, with red checkmarks in the Photo, Bio, and Phone columns.

Name	Photo	Bio	Phone	Address
1 Clara Chun				

Now successfully added, the name has moved from **Available Company Representative** to **Assigned Company Representative**.

Up to three more Company Representatives may be added. Repeat the steps on pages 10-12 for each additional representative starting by selecting **Add Company Representative**.

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### REVIEW THE TERMS & CONDITIONS

(task is due Friday, March 29, 2024)

Agree



Please Review, Sign,  
and Agree

ADMIN MODE: Check this box to bypass any task settings which disable submitting data [Click Here to disable settings](#)



Please submit your agreement to the Terms & Conditions.



#### Terms & Conditions

##### Publish Product Showcase Presentation and Related Materials:

I agree to participate in the Product

Showcase and hereby grant AOCS the non-exclusive right to publish and disseminate my presentation (which may include video or audio recordings) and related materials (PowerPoint, PDF, etc.).

##### Indemnification Agreement,

You hereby represent and warrant that, to the best of your knowledge:

(a) the content of the presentation and related materials is accurate;

(b) the presentation and any related materials do not violate any copyright, proprietary, confidentiality, or personal rights of others;

(c) you are authorized to make use these materials on behalf of your company or institution; and

(d) you agree to the AOCS Meetings Conduct Policy.

You hereby indemnify and hold harmless the American Oil Chemists' Society, its officers, directors, staff, agents, and representatives from and against any and all claims, actions, losses, demands, costs, reasonable attorneys' fees, and other expenses arising from the inaccuracy or breach of any of the foregoing representations and warranties.

I have read and accept the terms and indemnification.



#### Signature

Please sign below.

I have read and agree to the Terms & Conditions

Please type your full name on the line above.

Agree

- Please acknowledge you have read and agree to the Terms and Conditions
- **Type your full name.**
- **Click Agree.**

## References and Resources

### References and Resources (top of Exhibitor and Sponsor Management System page)

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- **Task Progress** – tracks progress on your five tasks.

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Exhibitor Success Center

- **Exhibitor Success Center** – your go-to resource for a successful exhibit.

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AOCS 2024 Annual Meeting & Expo

Customer Experience Manager

Palais des congrès de Montréal  
Montréal, Québec  
Dates: Sunday – Wednesday, April 28, 2024 – May 1, 2024  
Website: [Click here](#)

Clara Chun (clara.chun@aoocs.org)  
Phone: (217) 693-4816  
Meetings Director: Ellen Snipes (ellen.snipes@aoocs.org)  
Phone: (217) 693-4843

- **Meeting Details** – location, dates, and key contacts.

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Technical Support

Hours: 9 – 9 ET, Mon - Fri  
Phone: (Direct) (410) 638-9239  
Phone: (Toll Free) (877) 426-6323  
Email: [support@cadmiumcd.com](mailto:support@cadmiumcd.com)  
Web: [www.ConferenceHarvester.com](http://www.ConferenceHarvester.com)

Submit Support Ticket

Request Title (50 characters maximum)

Enter your support request details here...

Request Support

close

- **Technical Support** – Exhibitor & Sponsor Management System resource for technical questions.