

2021 AOCS Annual Meeting & Expo

Advancing the science and technology of oils, fats, proteins, surfactants and related materials, enriching the lives of people everywhere.

Session Chair Responsibilities & Guidelines

updated March 9, 2021

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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:

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

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.

Questions?

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

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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.
- One 40-minute presentation and four 20-minute presentations.
- One 40-minute presentation, three 20-minute presentations, and a panel discussion.
- Two 40-minute presentations and two 20-minute presentations.
- Two 40-minute presentations, one 20-minute presentation, 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@aochs.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.

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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**. Please review [Appendix G](#) for complete Review Criteria Guidelines. Instructions for navigating the abstract review system begin in [Section 3](#).

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.

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!

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."

On **January 15, 2021**, all Session Chairs will receive a session update from Julie May. The update will include:

- List of accepted presentations
- List of abstracts awaiting reviews by one or more chairs
- Formsite link to complete to finalize the oral session

The process for finalizing your session 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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* 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.

Stage 4: Finalizing your session

By **January 31**, Session Chairs of *invited sessions* 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" by *all* of that session's chairs.

Additionally, by **January 31**, all *invited sessions* must be finalized. For session finalization details for General Sessions, see [Appendix B](#). For session finalization details for Poster Sessions, see [Appendix C](#).

A session is considered finalized when the following information is received by AOCS through the online [submission form](#):

- 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 by January 31, 2021, your session will *default* to the following:

- session format option #1 – maximum of 6, 20-minute oral presentations
- speakers are those marked as "Accepted" by at least one of that session's chairs
 - Any remaining presentations will be moved to the Division's general session
- the order in which abstracts are listed 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.

Presenter Notifications

Final presenter notifications for invited sessions will be sent by **March 1**. All presenters will receive additional details – including the presentation day and time and instructions on how to upload their supporting documents – on March 1, 2021. The deadline for presenters to upload their supporting documents is April 14, 2021.

Next Steps

Between February 1 and February 18, sessions will be scheduled. Session Chairs will receive notice of the date and time of their live session no later than **March 1**.

On **March 1**, AOCS will distribute Presentation Guidelines to all accepted presenters, as well as updated Session Chair Guidelines with instructions for live session preparation.

Questions?

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

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Stage 5: Preparing for the live session

Final Schedule

On **March 1**, the full Annual Meeting program – with presentation dates and times – will be available on annualmeeting.aocs.org.

Registration

Registration is now open. Session Chairs must [register](#) and pay the appropriate registration fee to attend the AOCS Annual Meeting & Expo by **April 19**. Failure to register for the meeting by April 19, 2021 will result in the automatic withdrawal of your participation as a Session Chair.

Run of Show

A comprehensive “Run of Show” document will be created for each oral session and sent to each session participant from julie.may@aocs.org two weeks before the live session. The ROS outlines the entire session from beginning to end – who speaks, in what order, and for what duration. It also delineates which Session Chair is responsible for each of the session’s many transitions. You can view a sample ROS in the [Presenter Resources Center](#).

What to Expect

Speakers and session chairs will present via Zoom. We have provided tools in the [Presenter Resources Center](#) to help familiarize you with the platform.

Session Chairs and presenters will be able to hear and see each other within the Zoom meeting. The A/V company pauses the live stream at every transition. You will join your live session using a unique speaker URL. This URL will be provided to you approximately 1 week before your scheduled session.

Do not join the live session using your attendee log-in credentials; this will cause audio feedback. Once you access Zoom, you will be placed into a waiting room until it is your time to speak. Please join muted and without video. To communicate with the A/V technician please use the private Zoom chat. The Zoom chat is not accessible by session attendees.

Attendees watch the live stream hosted on the conference website. Session attendees are not in the Zoom meeting. There is a 30-90 second delay for the attendee live stream. Audience questions, facilitated by the Session Chair(s), are managed via an external Audience Response System (ARS) and **not** within the Zoom chat. The chosen Panel Discussion moderator will read aloud questions from the audience chat during individual speaker Q&A.

Responsibilities of a Session Chair may include:

- *Session introduction & speaker introduction*
 - The Session Chair will make opening remarks and briefly introduce the first presenter.
 - Your Run of Show document specifies the time allotted for this introduction.
 - If provided, speaker biographies will be available on the [meeting website](#) no later than April 14. If a biography is not available on the [website](#) as of April 14, we recommend you contact the speaker directly to obtain the desired information.
- *Speaker Q&A moderation & speaker introduction*
 - The Session Chair should have one pre-prepared question to ask the speaker upon the conclusion of the presentation.
 - Your Run of Show document specifies the time allotted for Q&A and the introduction of the next speaker.
 - Time will **not** allow for the Session Chair to pull a question from the audience (submitted via the Audience Response System). **All** audience-submitted questions will need to be held for the Panel

- Discussion (if applicable).
- After the speaker answers the question, the Session Chair should thank the speaker and immediately start introducing the next presenter.
- If provided, speaker biographies will be available on the [meeting website](#) no later than April 14. If a biography is not available on the [website](#) as of April 14, we recommend you contact the speaker directly to obtain the desired information.
- If your session does not have a Panel Discussion – as indicated in your Run of Show document – then the Session Chair moderating the Q&A with the last presenter may also make closing remarks before the session ends. Closing remarks could include a thank you to all participants and/or a reminder for attendees to attend a future live session on a relevant topic.
- *Moderating the Panel Discussion*
 - If your session has a Panel Discussion – as indicated in your Run of Show document – one of the session's chairs will be shown to be the official moderator. The designated Moderator is responsible for sorting through questions submitted by the audience and relaying them to the panel. See the section below about the Audience Response System (ARS) for additional details.
 - Your Run of Show document specifies the time allotted for a panel discussion.
- *Participating in the Panel Discussion*
 - Your Run of Show document specifies which Session Chairs are participating in the panel discussion. Everyone listed as participating will have their video camera playing during the entire discussion.
 - Each Session Chair participating in the panel discussion should have at least two pre-prepared questions ready to start the panel discussion; it is common for the audience to be a bit slow in submitting their own questions.

Audience Response System (ARS)

AOCS will be using the ARS as a platform for attendees to engage within the live stream. Through the ARS, the audience can propose questions, have a discussion, and vote. A designated moderator will have access to the ARS to manage questions from the audience.

The system is easy to use and AOCS staff are available to support you throughout the process. An overview of ARS functionality is provided in Appendix H. A video overview and tutorial is available at https://youtu.be/FbJcOfm3_Z4.

The ARS should be open in one browser tab or window while the Zoom meeting is open in another. Should you have any issues using the ARS on the day of your livestream, please ask for help in the Zoom chat.

Technical Notes

AOCS recommend using Google Chrome to access the live stream and other features of the online meeting. We do **not** recommend Internet Explorer or Microsoft Edge. Plan to connect your computer to a hard internet line with an ethernet cable, if possible.

Rehearsal

AOCS will arrange for rehearsals for all presenters and Session Chairs before the Annual Meeting begins. During rehearsals, the live stream technician will explain the process for day-of setup, the Zoom waiting room, and the Zoom text chat communication that will occur throughout the stream. Technicians may also provide tips and pointers to speakers for lighting, controlling audio quality, volume, etc.

Questions?

If you have questions about the live stream, please contact Ellen Snipes at ellen.snipes@aocs.org.

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Stage 6: Live session

Please plan to join the Zoom call 30 minutes prior to the published session start time. We will use this time to review all instructions and do a system check. Please place yourself on mute and turn your webcam off until it is your turn to speak.

Please also:

- Connect your laptop to power. Please do not use battery only.
- Shut down VPN, email, instant messaging, and any other programs not being used. This will insure a strong internet connection throughout the stream.
- Turn off desktop notifications on the presenting computer.
- Turn off or mute all nearby phones.

Additional instructions may be provided in the calendar invitation for your session. Please review the meeting request/calendar invitation sent to you by Julie.may@aocs.org for any special notes for your specific session.

Questions?

If you have questions about the live stream, please contact Ellen Snipes at ellen.snipes@aocs.org.

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Section III: Abstract Review System User Guide

Your AOCS username and password, which are used to login to many AOCS services like inform|connect, are what you will use to log in to the CadmiumCD system to access your reviews.

PLEASE NOTE: The Reviewer login link will only work for assigned reviewers to login and have access to reviews. If an individual is not set up in the system as a reviewer, they will not have access to the submitted abstracts or be able to view reviews. If you need to be added as a reviewer, please contact Julie May at julie.may@aocs.org.

Reviewer Login

To access the CadmiumCD Abstract Scorecard Reviewer Login Page:

1. Visit <https://www.AbstractScorecard.com/cfp/review/login.asp?EventKey=JFCWRAG>
2. Click "Login."
3. You will be redirected to aocs.org. Enter your AOCS username and password.
4. You will be redirected back to the CadmiumCD Abstract Scorecard. Verify your contact information. **If incorrect, follow the steps on the screen before proceeding. If correct, proceed to step 5.**
5. Click "Proceed."
6. Review the privacy notice, check the box to consent and enter your full name on the line. Click "Continue."

The image shows the AOCS Member and Returning Customer Login page. At the top right is the AOCS logo with the tagline "Your Global Fats and Oils Connection". Below the logo is a blue navigation bar with four tabs: "Network and Connect", "Attain Lab Services", "Attend Meetings", and "Stay Informed". The main content area starts with a welcome message: "Welcome! We are glad you are here." followed by a note for existing users: "If you already have an account with AOCS or inform|connect* please login. If not, please create an account by telling us a little about yourself so that we may serve you better." On the left, there is a login form for "AOCS Member and Returning Customer Login". It includes fields for "Username" (containing "julie.may@aocs.org") and "Password" (containing a series of dots). Below the password field is a checkbox for "Remember Login". At the bottom of the form are two buttons: "Login" and "Register". To the right of the login form is a section for new customers with a note: "Are you a new Customer? Please create an account** to access inform|connect, register for meetings, enjoy a faster checkout and view your purchase history." A red arrow points from a red-bordered callout box to the "Password" field. The callout box contains the following text: "Your access as a Reviewer has been uploaded into the CadmiumCD system to allow for you to login using your AOCS account credentials. Enter the same Username and Password you do with your AOCS Account."

You will then see this page:

The image shows the AOCS login page. At the top is the AOCS logo with the tagline "Your Global Fats and Oils Connection". Below the logo, a message welcomes "Julie May" and states that information is on record. It includes instructions for updating information if it's incorrect, mentioning Karen Kesler as a contact. Below this is a list of user details: Id: 000000627683, Name: Julie May, Organization: AOCS, Address: PO Box 17190 Urbana Illinois 61803-7190 United States, Email: julie.may@aocs.org, Phone: +1 217-693-4815. A green "PROCEED" button is at the bottom. A red callout box with a red border and arrow points to the text about updating information, stating: "Verify your information is correct then click on PROCEED. If your information is not correct or needs updates, please click on 'Update your information'." Another red arrow points from the "PROCEED" button to the same text in the callout box.

Welcome Julie May,

We have the following information on record for you.

Before you proceed, we need your most current information. [Update your information](#) on the 'My Account' page of the AOCS website if it is incorrect. Then, return to the Submission Portal, refresh the page (Control +F5), and enter your login credentials to view your updated information. If you need assistance, please contact Karen Kesler, AOCS Data Management Specialist, by email at karen.kesler@aocs.org or by phone at +1 217-693-4813.

Id: 000000627683
Name: Julie May
Organization: AOCS
Address: PO Box 17190
Urbana Illinois 61803-7190
United States
Email: julie.may@aocs.org
Phone: +1 217-693-4815

PROCEED

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Verify your information is correct then click on PROCEED. If your information is not correct or needs updates, please click on "Update your information".

Reviewer Home Page

The next page you see is the Home page.

The “**Reviews**” section is at the top of the page. If you have logged in to the submission system and submitted an abstract or begun the process of submitting, you will see the “**Proposals**” section below the Review section. If you have not accessed the submission system, you will only see the “**Reviews**” section.

There are three sections:

Reviews Scorecard

Abstract submissions are reviewed in this section.

Summary of Reviews

This section shows a list of all abstract submissions assigned to you.

View all Submissions

This section allows you to see all submitted abstracts.

The screenshot shows the AOCS Annual Meeting & Expo Home Page. At the top, there are links for "Home" and "Log Out" on the left, and "Meeting Details" and "Technical Support" on the right. A language selection dropdown is also present. Below the header, there are three main sections: "EVENT INFORMATION" (with a blue info icon), "YOUR PROFILE" (with a blue ID icon), and "SUBMIT FEEDBACK" (with a green speech bubble icon). The "EVENT INFORMATION" section includes details about the 2021 meeting, deadline, and contact information. The "YOUR PROFILE" section shows user information and a link to edit it. The "SUBMIT FEEDBACK" section encourages users to provide feedback and has a "Feedback Form" link. In the center, there is a large "REVIEWS" section with a magnifying glass icon. It displays the review period (November 2, 2020 – January 31, 2021) and instructions for using the "Review Scorecard", "Summary of Reviews", and "View all Submissions" sections. A red arrow points from a callout box at the bottom left to the "Reviews Scorecard" link in the "REVIEWS" section. The callout box contains the text: "Be sure to check that you have completed reviews by the deadlines. On the Home page, you will have INCOMPLETE or COMPLETE noted for the status of your reviews in the “Reviews Scorecard” Section." At the very bottom, there is a footer note: "e abstract, and 0 withdrawn abstracts".

Be sure to check that you have completed reviews by the deadlines.

On the Home page, you will have INCOMPLETE or COMPLETE noted for the status of your reviews in the “Reviews Scorecard” Section.

REVIEWS SCORECARD

Select "Review Scorecard" to start your first review assignment. You will not see this section if no abstracts have been submitted to your session.

The screenshot shows the homepage of the 2021 AOCS Annual Meeting & Expo. A red arrow points from the top left towards the "REVIEW SCORECARD" section. The page includes a header with the event logo and name, navigation links for Home, Log Out, Meeting Details, and Technical Support, and a language selection dropdown powered by Google Translate. Below the header are three main sections: EVENT INFORMATION, YOUR PROFILE, and SUBMIT FEEDBACK. The EVENT INFORMATION section displays the deadline as Friday, January 15, 2021, at 11:59 PM CDT and a link to contact the organizer. The YOUR PROFILE section shows the user's name (Julie May), company/institution, login count (8), and a link to view/edit the profile. The SUBMIT FEEDBACK section encourages users to provide feedback and includes a link to the feedback form. At the bottom, there are three sections: REVIEWS, Reviews Scorecard, and Summary of Reviews. The REVIEWS section contains a summary of the review period and instructions for using the system. The Reviews Scorecard section shows a status of COMPLETE (2 out of 2 reviews complete) and instructions for reviewing assigned abstracts. The Summary of Reviews section lists all abstracts assigned to the user for review.

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

Home | Log Out | Meeting Details | Technical Support | Select Language | Powered by Google Translate

EVENT INFORMATION

2021 AOCS Annual Meeting & Expo
Deadline: Friday, January 15, 2021, 11:59 PM CDT
[Contact the Event Organizer](#)

YOUR PROFILE

Julie May
Company / Institution / Orga...
Logins: 8 [Log Out](#)
[View / Edit Your Profile](#)

SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)

REVIEWS

Review Period: November 2, 2020 – January 31, 2021 at 11:59 PM CST

Please use the 'Review Scorecard' link below to review submissions.
Use 'Summary of Reviews' to view a list of all abstracts assigned to you for review.
'View all Submissions' will allow you to see all submitted abstracts.
Use 'Recommendation Summary' ONLY to provide feedback to the Division Program Chair for consideration. No action (accept/decline) is available.

Reviews Scorecard
Status: **COMPLETE** (2 out of 2 reviews complete)
Review the abstract assigned to you and provide an "Accept or Reject" decision. If "Reject" please provide reason and/or suggestions in the Decision or General Comments.

Summary of Reviews
This section is a list of all abstracts assigned to you for review. Utilize the "Reviews Scorecard" section to complete your reviews.

View all submissions
All submitted abstracts are listed here. Please see Reviewer Guidelines document for full instructions on how to "bookmark" abstracts -- flag, make notes, or favorite a submission.

Review the submission

Once you click on the “Reviews Scorecard” link, you will be taken to your first submission and will see a screen like the one below.

Abstract submission details – the “Abstract Preview” – are displayed on the left-hand side.

Review the content of the abstract and determine if you want to accept or reject the submission for your session:

1. Read the abstract proposal.
2. Determine if it fits the review criteria and is a good fit for your session.
3. Select “Accept” or “Decline” as your Review Decision. To “accept” is to agree that the presentation will be housed within your session.
4. “Comments” is optional. You can provide supporting information for your decision or provide the Program Committee and AOCS feedback in the Comments field.

Tip: The Session Chair Guidelines PDF is linked within the Instructions. If at any time during the review process you need to reference back to this PDF, you can access it by clicking on the link in the Instructions.

The screenshot shows two main sections: "ABSTRACT PREVIEW" on the left and "ABSTRACT SCORECARD" on the right.

ABSTRACT PREVIEW: Displays basic submission details: Julie May Test Abstract Submission, Volunteer Oral Abstract Submission, Analytical interest area, and Complete status. It includes Print, Download, and Download All buttons.

ABSTRACT SCORECARD: Shows a progress bar at 14% completed reviews. It includes a "Review Decision" dropdown set to "Accept", a "Comments" rich-text editor containing "Julie May example of Decision Comments.", and a "Save Review" button.

A red box highlights the "Save Review" button on the scorecard, with a red arrow pointing to it from the text below. Another red arrow points from the "Instructions" link in the top navigation to the "Instructions" link in the scorecard section.

Be certain to click on “**Save Review**” once you have completed your review.

SUMMARY OF REVIEWS

Once you click on “Save Review” you will return to the “Summary of Reviews” page.

The screenshot shows the AOCS Annual Meeting & Expo website with the title "2021 AOCS Annual Meeting & Expo" and the tagline "Advancing the science and technology of oils, fats, proteins, surfactants and related materials, enriching the lives of people everywhere." Below the header, there are links for "Home" and "Log Out", a language selection dropdown, and a "Meeting Details | Technical Support" link. A "Select Language" dropdown is also present, powered by Google Translate. The main content area is titled "SUMMARY OF REVIEWS". It contains instructions for managing reviews, including adding notes, marking favorites, and using a search bar. Below these instructions is a table titled "Summary of Reviews (Total Records: 29)". The table has columns for "Review D...", "Submission ID", "Abstract Title", "Abstract Type", "Locked?", "Flagged", "Notes", and "Favs". Under "Abstract Type", there are four categories: "Award Winner Abstract Submission (2)", "Poster Abstract Submission (3)", "Student Oral Abstract Submission (16)", and "Volunteer Oral Abstract Submission (8)".

This screenshot shows the same "Summary of Reviews" page as above, but with a red arrow pointing from a callout box to the "Review D..." column in the table. The callout box contains the following text:

This column indicates your decision as a reviewer:
Red X = decline
Green checkmark = accept

The screenshot shows the 'SUMMARY OF REVIEWS' page. At the top, there is a search bar with a magnifying glass icon and the placeholder text 'Search'. Below the search bar, a message says: 'Your assigned reviews are listed below. This list can be sorted by clicking on a column title. You can group the reviews by clicking on the 'FOCUS: abstract type' button located under the search bar in the top right corner above the list of reviews.' To the right of the search bar is a 'Return to Home' button.

On the left, there is a sidebar with the following bullet points:

- NOTES for your reference can be added to individual abstracts by clicking on the notes icon.
- MARK an abstract
- Use the search bar

Below the sidebar, there is a note: 'Notes or marking as it based on any actions taken with an abstract'.

In the center, there is a detailed view of an abstract submission titled 'Julie May Test Abstract Submission' with ID 956317. The details are as follows:

- DATE EDITED: Friday, November 13, 2020 at 5:16 PM
- DATE COMPLETED: Friday, November 13, 2020 at 5:16 PM
- ABSTRACT TYPE: Volunteer Oral Abstract Submission
- ABSTRACT TOPIC: Analytical
- REVIEW DECISION: Accept

Below this detailed view are four buttons: 'Download', 'Preview', 'Review', and 'Answers'.

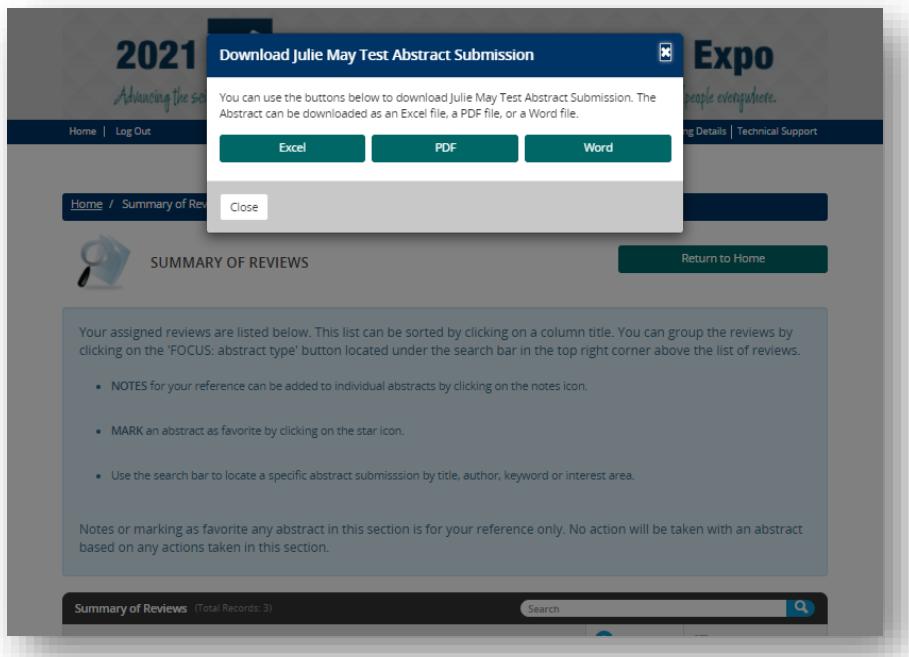
At the bottom of the page is a summary table with the following columns: Review D..., Submissio..., Abstract Title, Abstract Type, Locked?, Flagged, Notes, and Favs. The table shows three records:

- Award Winner Abstract Submission (2)
- Volunteer Oral Abstract Submission (1)
- Julie May Test Abstract Submission (selected)

A red arrow points from the text in the red box to the 'Review' button in the detailed abstract view.

Once you click on an abstract title, a window will pop up with options.
Download the abstract details.
Preview the abstract online.
Review the abstract (this will send you to the Reviews Scorecard).
View the **Answers** you provided during your review.
The next two pages will give you examples of what you will see when clicking on each option.

Download



Preview

The screenshot shows the "ABSTRACT PREVIEW: JULIE MAY TEST ABSTRACT SUBMISSION" page. At the top, there is a "Select Language" dropdown and a "Powered by Google Translate" link. A red arrow points from the "Back to Summary of Reviews" link in the header to a callout box. The callout box contains the text: "Click on the ‘Back to Summary of Reviews’ link to return to the list of your abstracts for review." The main content area includes sections for "Julie May Test Abstract Submission", "Interest Area" (set to "Analytical"), "Session Topic" (set to "Advanced Methods of Analysis, including Lipidomics"), "Poster Consideration" (set to "Yes"), "Research Type" (set to "Original Research"), "Abstract Content" (set to "Julie May test abstract content. This is where reviewers will see the content of the abstract proposal."), and "Description" (set to "Julie May test description. Submitters will provide short description here."). There is also a section for "Add the Abstract to this Submission".

Review

The screenshot shows the AOCS Annual Meeting & Expo website. At the top, the logo features a green stylized flower or leaf above the text "2021 AOCS Annual Meeting & Expo". Below the logo, a banner reads "Advancing the science and technology of oils, fats, proteins, surfactants and related materials, enriching the lives of people everywhere." The main navigation bar includes "Home" and "Log Out". On the right, there are links for "Meeting Details" and "Technical Support". A "Select Language" dropdown is set to "English" and powered by Google Translate.

The left panel displays the "ABSTRACT PREVIEW" for Abstract ID 956317, titled "Julie May Test Abstract Submission". It shows the submission type as "Volunteer Oral Abstract Submission", interest area as "Analytical", and status as "Complete". Buttons for "Print", "Download", and "Download All" are available.

The right panel shows the "ABSTRACT SCORECARD" with a progress bar at 3/3. The score is 100% with the message "Reviews Completed". A "Save Review" button is present. The "Decision Comments" section contains the text "Julie May example of Decision Comments." with a rich text editor toolbar above it. The "General Comments" section contains the text "Julie May example of General Comments." with a similar rich text editor toolbar above it.

Answers

A modal window titled "Reviewer Answers" is displayed. It shows the details of the abstract submission: "Julie May Test Abstract Submission", "Submission Type: Volunteer Oral Abstract Submission", "Abstract Interest Area: Analytical", and "Abstract Status: Complete". Below this, it shows the "Reviewer: Julie May", "Review Date Completed: Friday, November 13, 2020 at 5:16 PM", and "Review Decision: Accept".

The modal also includes sections for "No responses" and "Comments", which contains the text "Julie May example of Decision Comments." with a rich text editor toolbar above it. At the bottom, there are "Close", "Preview Abstract", and "Review" buttons.

View all Submissions

All submitted abstracts are listed here. Abstracts assigned to you will be noted with a blue flag. You can "favorite" a submission by clicking on the star, which turns yellow once clicked. Please see the Session Chair Guidelines, Section III for full instructions.

Use the "Expand All" and "Focus: Submission Type" buttons to sort and filter the abstracts.

Abstract ID	Abstract Title	Abstract Type	My Review	Favs
1	Award Winner Abstract Submission (2)	Award Winner Abstract Submission	Blue Flag	Yellow Star
2	Test Bailey Award Winner	Award Winner Abstract Submission	Blue Flag	Yellow Star
3	Wtghtyh	Award Winner Abstract Submission	Blue Flag	Yellow Star
4	Poster Abstract Submission (3)			
5	Student Oral Abstract Submission (16)			
6	Volunteer Oral Abstract Submission (7)			
7	Predict Fragrance Oil Droplet Size in Personal Care Lik	Volunteer Oral Abstract Submission	Blue Flag	Yellow Star
8	Identification of the Active Phase In Ca-Based Glycerol Polym	Volunteer Oral Abstract Submission	Blue Flag	Yellow Star
9	In vitro Antioxidant and Antihypertensive Properties of Edible	Volunteer Oral Abstract Submission	Blue Flag	Yellow Star
10	Effect of sucrose ester S-170 on physical properties and polym	Volunteer Oral Abstract Submission	Blue Flag	Yellow Star
11	Julie May Test Abstract Submission	Volunteer Oral Abstract Submission	Blue Flag	Yellow Star
12	Rapid Small Scale Oxidation Test: Investigating the Oxidation	Volunteer Oral Abstract Submission	Blue Flag	Yellow Star
13	Relationship between formulation, gelation kinetics,micro/nano	Volunteer Oral Abstract Submission	Blue Flag	Yellow Star

Abstracts with a blue flag are assigned to you for review. You also can "favorite" an abstract by clicking on the yellow star.

SEARCH

EXPAND ALL

FOCUS: SUBMISSION TYPE

FOCUS: SUBMISSION TYPE

FOCUS: ABSTRACT GROUP

FOCUS: INTEREST AREA

FOCUS: PROPOSAL CATEGORY

FOCUS: MY REVIEWS

FOCUS: ORGANIZATION

Click on the check boxes to select all or select certain abstracts and then click on “Download Abstracts” to select the file format you prefer:

The screenshot shows the AOCS Annual Meeting & Exhibition 2021 interface. At the top, there's a search bar and a 'Return to Home' button. Below it, a section titled 'VIEW ALL SUBMISSIONS' contains instructions about abstract submissions, including how to identify assigned abstracts with a blue flag and how to favorite them.

The main area displays a table of abstract submissions. The columns include Abstract ID, Abstract Title, Abstract Type, My Review, and Favs. Two specific rows are highlighted with blue checkboxes:

Abstract ID	Abstract Title	Abstract Type	My Review	Favs
1 955682	Test Bailey Award Winner	Award Winner Abstract Submission		
2 955999	Wfghtyh	Award Winner Abstract Submission		

At the bottom of the submission table is a large blue button labeled 'DOWNLOAD ABSTRACTS' with a download icon.

A modal window titled 'Download Abstracts' is overlaid on the page. It contains instructions: "You can use the buttons below to download the Abstracts. The Abstracts can be downloaded as an Excel file, a PDF file, or a Word file." Below this are three buttons: 'Excel', 'PDF', and 'Word'. There is also a 'Close' button at the bottom left of the modal.

Navigation Tips & Tricks

Reviews Scorecard Section

The screenshot shows the AOCS Annual Meeting website interface. On the left, the "ABSTRACT PREVIEW" section displays details for abstract ID 956317, submitted by Julie May. It includes buttons for Print, Download, and Download All. A red box highlights the "Home" button. On the right, the "ABSTRACT SCORECARD" section shows a progress bar at 3 / 29, indicating 14% reviews completed. It features buttons for Home, Review Summary, and Instructions. A red box highlights the "Instructions" button. Arrows point from the "Home" and "Instructions" buttons to their respective callout boxes.

Click the “Home” button to return you to your Reviewer Home page.

Click the arrow keys to move forward or back among the reviews assigned to you.

Click on the “Instructions” button for additional information for reviewing.

The screenshot shows two overlapping web pages from the 2021 AOCS Annual Meeting & Expo. The left page is titled "ABSTRACT PREVIEW" and displays details for "Julie May Test Abstract Submission". It includes sections for "Submission Type: Volunteer Oral Abstract Submission", "Abstract Interest Area: Analytical", and "Abstract Status: Complete". Below these are buttons for "Print", "Download", and "Download All". A red arrow points to the "Print" button with the instruction: "Click on ‘Print’ to print out a copy of the current abstract you are viewing for offline review." The right page is titled "ABSTRACT SCORECARD" and shows a progress bar at 3 / 29. It indicates "14% Reviews Completed" and has a "Save Review" button. A red box highlights the "Review Decision: * Accept" dropdown. Below it is a "Comments" section with a rich text editor containing "Julie May example of Decision Comments." Another red arrow points to the "Save Review" button on this page.

If you click on “Download” you can select within the popup window the file format for reading the current abstract selected offline.

This screenshot shows a "Download Julie May Test Abstract Submission" dialog box in the foreground, overlaid on the Abstract Scorecard page. The dialog box contains three buttons: "Excel", "PDF", and "Word". A red arrow points to the "Download" button on the Abstract Preview page, which triggers this dialog. A second red arrow points to the "Download All" button on the Abstract Preview page, with a red box around it and the instruction: "Click on ‘Download All’ to select your preferred file format to download all your assigned reviews."

Review Summary Section

You can utilize the “Flagged, Notes or Favs” icons to bookmark abstracts as you are in the process of reviewing.

The screenshot shows a web-based application for managing abstract reviews. At the top, there's a navigation bar with '2021', 'Notes', 'Logout', and 'Expo'. Below the navigation is a modal window titled 'Notes' with the message 'Submission incomplete.' It has 'Close' and 'Submit' buttons. The main content area is titled 'SUMMARY OF REVIEWS' and contains instructions for using the system. It lists three actions: adding notes to abstracts, marking them as favorites, and using a search bar. A note states that marking as favorite is for reference only. Below this is a table of abstract submissions with columns for review date, submission ID, abstract title, abstract type, and status (Locked?, Flagged, Notes, Favs). The 'Favs' column shows yellow stars indicating favorited abstracts. Three red arrows point from the 'Notes' icon in the top bar to the 'Notes' section of the instructions and to the 'Notes' and 'Favs' columns in the table.

#	Review D...	Submissio...	Abstract Title	Abstract Type	Locked?	Flagged	Notes	Favs
1	X	955682	Test Bailey Award Winner	Award Winner Abstract Submission				
2	✓	955999	Wfghntyn	Award Winner Abstract Submission				
3	✓	956317	Julie May Test Abstract Submission	Volunteer Oral Abstract Submission				

You can use the Review Summary section to bookmark or make notes on individual abstracts:

Flag: Click on the flag for the abstract. It will turn green if flagged.

Note: Click on the note bubble and the notes text box will pop out. Blue indicates notes were recorded on that abstract.

Favorite: Click on the star for the abstract you want to favorite. The star turns yellow when noted as favorite.

Click to filter your list by category by clicking on the icon at the top.

Click on the Flag icon and only flagged reviews will be seen. Click the icon again to view all.

This screenshot shows the 'Summary of Reviews' interface with a total of 3 records. At the top right, there are several filter icons: 'COLLAPSE ALL', 'FOCUS: ABSTRACT TYPE', and 'Flagged'. A red arrow points from the text above to the 'Flagged' icon, which is highlighted with a black border. Below the header, there's a search bar and some abstract type filters. The main list displays one record: 'Award Winner Abstract Submission (1)' with ID 955682 and title 'Test Bailey Award Winner'. At the bottom, there are icons for flagged, notes, and favorite abstracts.

To view only the abstracts where you have recorded notes, click on the Notes icon. Click again to view all.

This screenshot shows the same 'Summary of Reviews' interface, but the 'Notes' filter icon is now highlighted with a black border and a red arrow points to it from the text above. The rest of the interface remains the same, showing one abstract record in the list.

To filter the list by "Favorites", click the star icon in the column header. Click again to view all.

This screenshot shows the 'Summary of Reviews' interface with the 'Favs' filter icon highlighted with a black border and a red arrow pointing to it from the text above. The list still shows one abstract record.

This screenshot shows the 'Summary of Reviews' interface with a total of 29 records. On the left, there are checkboxes next to each abstract entry. A red arrow points from the text in the callout box to the first checkbox. Another red arrow points from the text to the 'DOWNLOAD ABSTRACTS' button at the bottom. A callout box with a red border contains the following text: 'Click on the check boxes to select all or select certain abstracts and then click on "Download Abstracts" to select the file format you prefer:'

The list includes categories like 'Award Winner Abstract Submission', 'Poster Abstract Submission', 'Student Oral Abstract Submission', and 'Volunteer Oral Abstract Submission', each with its count in parentheses. At the bottom, there is a blue button labeled 'DOWNLOAD ABSTRACTS' with a download icon.

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.

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

Questions?

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

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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 3](#).

By **February 7**, Session Chairs of general sessions 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" by ***all*** of that session's chairs.

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 do not want to turn away good talks!

Additionally, by **February 7**, all general sessions must be finalized. A session is considered finalized when the following information is received by AOCS through the online [submission form](#):

- 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 by February 7, 2021, your session will *default* to the following:

- session format option #1 – maximum of 6, 20-minute oral presentations
- speakers are those marked as "Accepted" by at least one of that session's chairs
 - Any remaining presentations will be moved to the Division's poster session
- the order in which abstracts are listed 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.

Presenter Notifications

Final presenter notifications for general sessions will be sent by **March 1**. All presenters will receive additional details – including the presentation day and time and instructions on how to upload their supporting documents – on March 1, 2021. The deadline for presenters to upload their supporting documents is April 14, 2021.

Preparing for the Live Session

See [Stage 5](#) and [Stage 6](#) for details.

Questions?

If you have questions, please contact Julie May, Program Content Manager at julie.may@aochs.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](#).

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 February 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 3](#).

By **February 18**, Session Chairs of poster sessions must have confirmed 100% of the authors to present within their session. Posters are considered confirmed when the abstract within AOCS’ abstract management system (CadmiumCD) is marked as “Accepted” by ***all*** of that session’s chairs.

Presenter Notifications

Final presenter notifications for poster sessions will be sent by **March 1**. All presenters will also receive additional details – including instructions on how to upload their poster – on February 19, 2021. The deadline for presenters to upload their poster and any supporting documents is April 19, 2021.

Questions?

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

8–8:05	5 mins	Session introduction
8:10–8:30	20 mins	Paper #1
8:35–8:55	20 mins	Paper #2
9–9:20	20 mins	Paper #3
9:25–9:45	20 mins	Paper #4
9:50–10:10	20 mins	Paper #5
10:15–10:35	20 mins	Paper #6

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

8–8:05	5 mins	Session introduction
8:10–8:30	20 mins	Paper #1
8:35–8:55	20 mins	Paper #2
9–9:20	20 mins	Paper #3
9:25–9:45	20 mins	Paper #4
9:50–10:10	20 mins	Paper #5
10:15–10:45	30 mins	Panel discussion

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

8–8:05	5 mins	Session introduction
8:10–8:50	40 mins	Keynote/Paper #1
8:55–9:15	20 mins	Paper #2
9:20–9:40	20 mins	Paper #3
9:45–10:05	20 mins	Paper #4
10:10–10:30	20 mins	Paper #5

Option #4: Three 20-minute presentations, one 40-minute presentation, and a panel discussion.

8–8:05	5 mins	Session introduction
8:10–8:50	40 mins	Keynote/Paper #1
8:55–9:15	20 mins	Paper #2
9:20–9:40	20 mins	Paper #3
9:45–10:05	20 mins	Paper #4
10:10–10:40	30 mins	Panel discussion

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)

8–8:05	5 mins	Session introduction
8:10–8:50	40 mins	Keynote/Paper #1
8:55–9:35	40 mins	Keynote/Paper #2
9:40–10	20 mins	Paper #3
10:05–10:25	20 mins	Paper #4

Option #6: One 20-minute presentation, two 40-minute presentations, and a panel discussion.

8–8:05	5 mins	Session introduction
8:10–8:50	40 mins	Keynote/Paper #1
8:55–9:35	40 mins	Keynote/Paper #2
9:40–10	20 mins	Paper #3
10:05–10:35	30 mins	Panel discussion

Option #7: Three 30-minute presentations and a panel discussion.

8–8:05	5 mins	Session introduction
8:10–8:40	30 mins	Paper #1
8:45–9:15	30 mins	Paper #2
9:20–9:50	30 mins	Paper #3
9:55–10:25	30 mins	Panel discussion

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

Questions?

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

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Appendix E: Sample Speaker Invitation Letter

2021 AOCS Annual Meeting & Expo

Advancing the science and technology of oils, fats, proteins, surfactants and related materials, enriching the lives of people everywhere.

[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]

Appendix F: Speaker Funding

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.**

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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Appendix G: Review Criteria Guidelines

These guidelines are given to the abstract submitters in the [Abstract Submission Guidelines PDF](#). Please keep these in mind while reviewing submissions and reference as your review rubric.

General Guidelines

- The data presented must be substantive. AOCS discourages the submission of incomplete research at the time of submission. Recent results may be added at the time of presenting. However, the results shown in the abstract must be substantive.
- Abstracts should address the following:
 1. Justification
 2. Objective
 3. Methods
 4. Results
 5. Significance of your research to the AOCS membership
- Authors should not split data to create several abstracts from one study. If two or more abstracts on related topics with minimal information are submitted, priority of related abstracts will be reduced.
- Data must represent new findings obtained using the scientific approach.
- Data similar to previous presentations should not be submitted. Findings should be stated in sufficient detail to support conclusions. Updated research related to a previous presentation needs to be indicated in the abstract.
- The abstract must cite quantitative data from representative experiments. Do not simply state that the results will be discussed.
- Abstracts submitted for the Technical Program that deal with commercial products or services must have a scientific emphasis and should not be submitted for promotion purposes. The ONLY exception to this is a specific session where the following disclaimer is noted:

Note: Normal restrictions on the use of product trade names and logos are suspended, so that presenters can freely discuss commercial aspects and opportunities of their products.

Individuals interested in promoting a particular commercial product or service are encouraged to present within the Fast Track. Presentations within these sessions may be commercial in nature.

- All abstracts must use correct grammar and punctuation. Proofread very carefully for formatting, spelling and grammar to avoid errors before submission. *Abstracts will not be edited prior to publication.*
- Incomplete abstracts and session proposals will not be reviewed.
- Presentation time allotted for oral presentations are dependent upon where in the program they are slotted. Presentation date and times will be announced by February 19, 2021.

Review criteria:

Abstracts will be double-blind peer reviewed by the organizing Session Chairs and will be evaluated separately using the following criteria:

- Relevance to session topic,
- Creativity and originality of content, and
- Tangible message, solutions, and best practice(s).

The AOCS Program Committee and session chairs reserve the ultimate right to select abstracts for presentation based on quality factors including, but not limited to:

- Scientific merit,
- Relevancy to the session focus,
- Innovation,
- Practical application of content,
- Pertinence to division and tracks, and
- Pertinence to target audience(s).

Abstracts failing to meet one or more quality factors will not be selected.

Questions?

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

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Appendix H: Moderator Instructions for the Audience Response System

The Audience Response System (ARS) provides a platform for attendees to engage within the livestream via Q&A, discussion, and voting. As a session moderator you will relay questions from the audience to the presenters.

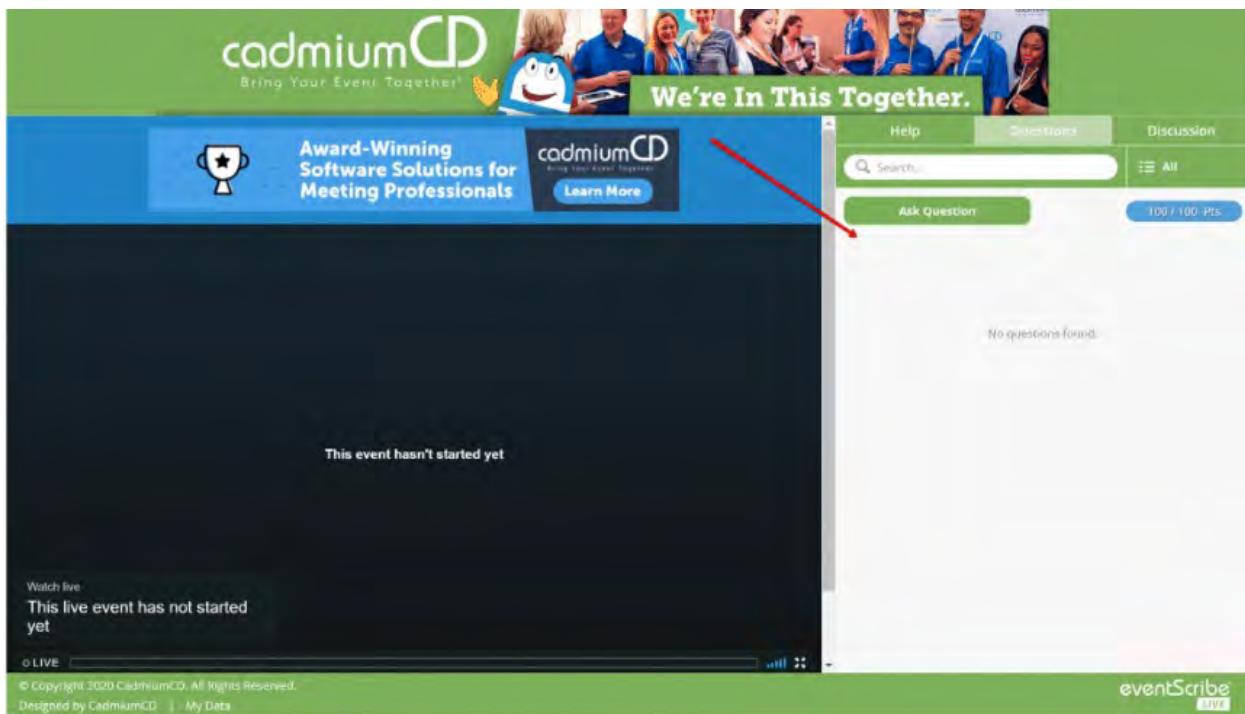
- ✓ If you have any challenges using the ARS during your livestream please ask for help in the Zoom chat.
- ✓ A video overview and tutorial from the ARS vendor is available at: https://youtu.be/FbJcOfm3_Z4

ARS within the Live Stream

Within the Lobby of the Live Stream, you can view the ARS on the right side of the page.

Attendees will be able to interact with the live stream using both comments and a discussion board.

Attendee View of the Livestream Window and ARS



ARS within the Live Stream - Voting

Attendees of the live stream will be able to vote on the questions presented by other users. The attendees will each be allotted 100 points to vote with, that will auto-populate throughout the live stream. The more points a question receives, the higher on the list of questions it will appear.

The screenshot shows the ARS interface. On the left, there's a navigation bar with 'Help', 'Questions' (selected), and 'Discussion'. Below it is a search bar and a button to 'Ask Question'. A user profile for 'Jake P. NEW' is shown with 0 pts and a question: 'How does ARS interact with a live stream?'. To the right, a 'Vote Up Question' dialog is open, showing a dropdown menu with the number '5'. The dialog also contains a 'Question:' field with the text 'How does ARS interact with a live stream?' and a 'Delete Question' link. At the bottom are 'Close' and 'Vote' buttons.

Moderator ARS Access and Functionality

As a moderator you will access the administrative screen of your session's ARS via a link provided by AOCS. Questions from the audience will appear on this page.

As a question comes in, it will appear at the top of the question list. A time stamp will appear to the right.

The screenshot shows the moderator ARS interface. It features a header with 'Search...', 'Presentations', and 'Questions'. Below is a list of audience questions with their timestamps and point counts, along with 'Edit Response' and 'Favorite' buttons, and 'Reject' and 'Approve' links for moderation.

User	Message	Time	Points
Fahim J	Sound is too muffled and soft can hardly hear the discussants	9:48 AM	0 Points
Response:	Thank you for the feedback, hope it's better now!		
Amr M	why can not we reduce the dose and DAP	10:07 AM	0 Points
Sheila S	It's absolutely safe for women to be pregnant in the cath lab! Must wear the fetal badge underneath your skirt inside the body -- must declare to radiation safety	10:14 AM	0 Points

Ghufran A

Clear stent although decrease contrast but increase radiation how to overcome that

[Add Response](#) [Favorite](#)

'Add Response' allows for a chat message to be sent in response to the question. For the livestream we will read questions for the speakers or panel to answer so it is not necessary to use this function.

'Favorite' allows for you to mark a question you want to ask so it is easier to find later. On the bottom of the page are a series of tabs that will allow you to navigate questions you have marked answered, unanswered and favorited questions.

Note: As we are not answering questions via chat the answered and unanswered functionality is not applicable.

Ghufran A

Clear stent although decrease contrast but increase radiation how to overcome that

10:14 AM

0 Points

 Add Response

 Favorite

Reject

Approve

10:07 AM

0 Points

Reject

Approve

The '**Reject**' button to right of the question will remove the questions from both the ARS and the audience's question box. '**Approve**' allows the question to remain.

The number of points indicate the number of votes the question has received from the audience.

Questions? Contact Ellen Snipes at ellen.snipes@aocs.org.