AOCS Oral Presentation Management System Guide

Important Dates

**April 14, 2021**: Deadline for presenter uploads.

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

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

**May 3, 2021**: The AOCS Annual Meeting & Expo begins!
Getting Started - Login

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

Access Information
Getting Started - Task List

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

![Task List](image)

Navigate back to your task list page by pressing ‘**Task List**’ on the upper left-hand side of the webpage.
Schedule a Rehearsal

AOCS strongly suggests that all presenters schedule and attend a rehearsal. During the rehearsal, you will familiarize yourself with the Zoom platform, participate in a brief practice session with AOCS staff and an A/V technician, and discuss day-of logistics. Rehearsals generally do not last more than 30 minutes. Please try and be in the location and using the same equipment as you will for the live event.

Press the ‘Schedule a Rehearsal’ task on your task list. Then select the rehearsal date(s) that are most convenient for you. You may attend more than one. Add the rehearsal to your calendar by pressing the icon of the calendar application you use. The calendar reminder does contain the access information for our rehearsal. After you have selected your rehearsal(s) press the ‘Complete Task’ button.
Indicate Presentation Preference

Please indicate if you will present live or via a live playback of pre-recorded presentation by pressing 'Indicate Presentation Preference' on your task list page.

Presenters are expected to be available for a live question and answer session with attendees immediately after the broadcast of the pre-recorded presentation.

Those presenting live should indicate if a video is a component of their presentation.

Transitions, animations, and embedded video typically do not work well once rendered in the live stream. Video files may be supplied to AOCS for playback. Please send the video file or URL to Amy Garren at amy.garren@aocs.org at least two weeks before your scheduled lecture so it can be prepared for playback.
Upload Presentation Slides

⚠️ **Animations and videos are not supported in presentation slides.**

If your presentation requires a video component, we will prepare the file and play it for you. Please send your video(s) directly to Amy Garren at amy.garren@aocs.org at least one week before your scheduled lecture.

Use the ‘Upload Presentation Slides’ task to upload a copy of your presentation for meeting attendees to view and download. If you have multiple presentations, upload slides for each separately.

Please use 16:9 orientation. [Learn how to change the size of your slides.](#)

👀 **Download the AOCS PowerPoint Template (Use is Optional)**

By uploading presentation slides, you agree to have the slides published to the meeting website. If you do not wish to have your slides published, please use the "I have nothing to upload" checkbox to opt-out.

If you opt-out (do not make your slides available to attendees), please send your slides directly to Amy Garren at amy.garren@aocs.org at least one week before your scheduled lecture. Should you lose internet connection during your live presentation, you will be provided a phone number to call in and AOCS will advance the slides on your verbal cue. AOCS will delete the presentation file immediately following your session.

⚠️ **To be able to record audio for your presentation you must upload a PowerPoint file. The system does not allow you to record synchronized audio for a PDF file.**
Record Presentation Audio (Optional)

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

Before you complete or advance to the ‘Record Presentation Audio’ task **you must first upload the presentation slides** for which you will eventually record the audio.

Once your presentation has been uploaded, it typically takes about 5 minutes for your slides to process before you can begin to add audio via the ‘Record Presentation Audio’ task.

After enough time has elapsed, return to your task list, and select the ‘Record Presentation Audio’ task. If you are assigned to more than one presentation, you will first need to choose the presentation title you wish to add slides for. To do this, click on the blue text of the presentation title.

The slides for your presentation will be displayed at the bottom of this page. There will be informational text telling you allowed audio time for your presentation. To begin recording click directly on the first slide in your slide deck.

**Every slide must have an audio recording to save and complete this task.**

If you have a slide does not require audio, click on the ‘Start Recording’ button, and say nothing for the amount of time you’d like to display that slide. Hit ‘Stop Recording’ when enough time has elapsed, and then ‘Save Recording’. This slide will now be viewable for the dead airtime you recorded.

The bottom of the screen will display the slide to which you are recording audio. You will see instructions directly above the ‘Start Recording’ button telling how much time you have recorded so far, the maximum amount of recording time for a single slide and the maximum amount of time for the entire presentation. The slide itself will display some action buttons allowing you to advance to the next slide, return to the page showing all slides, and an indicator showing the percent of slides currently with audio. To start recording, click on the blue ‘Start Recording’ button.
Click the first slide to begin recording.

Directly above the recording button is an audio indicator. This indicator will show as a green bar if audio is being detected while you are speaking. If this is not showing green as you are speaking, ensure your microphone is turned on.
When you are finished recording, click the ‘Stop Recording’ button. This button will immediately be replaced with audio controls, a ‘Save Recording’ button and a ‘Delete’ button.

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

If you want to re-record the audio for your slide, click the ‘Delete’ button and start the record process again.

Once you have advanced through your slide deck and completed the audio recording for each slide you will see the audio progress bar as 100% for your presentation. Notice a green border around each slide. This indicates that the slide has completed audio associated with it. You are now ready to complete this task.

Learn more about adding synchronized audio by viewing the 'Completing the Presentation Audio Task for Slides’ tip sheet (.pdf) or by watching the ‘Speaker Audio Task tutorial video’.
Upload a Video (Optional)

You may upload a video to support your presentation by pressing the ‘Upload a Video (Optional)’ task on your task list page. The video may be a pre-recorded presentation or supplementary video for your presentation. If you have multiple presentations, upload videos for each separately. The video can be an .avi, .mov, .mpg, .mp4, or .wma file.

Upload Handouts (Optional)

You may upload handouts for your presentation by pressing ‘Upload Handouts (Optional)’ on your task list page. If you have multiple presentations, upload handouts for each separately. The handout can be a .pdf file (preferred) or a Word file (.doc or .docx).

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

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

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

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

To provide or update your speaker profile information press the ‘Update Speaker Profile’ task on your task list page.

Your speaker profile offers you the option or providing:

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

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

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

---

**Amy Garren**

Director, Brand and Digital Strategy

AOCS, Illinois

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

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

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

**Presentation(s):**

Virtual 2020 AOCS Annual Meeting & Expo Guide

[Email Amy]
Speaker Photo

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

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

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

To upload or update your speaker photo, press the ‘Speaker Photo Upload’ task on your task list page the select and submit your file.
They system then provides a tool to crop your photo to 480 pixels by 600 pixels.

- Click and drag the uploaded image to center it on the highlighted crop box area.

- To zoom in and out on the uploaded image, use the scroll wheel on the mouse, or press the Zoom In and Zoom Out buttons.

- Click 'Crop & Submit Photo'. This task is not complete until you press the grey 'Crop & Submit Photo' button.
Answer Attendee Questions

The Audience Response System (ARS) provides a platform for attendees to engage within the live stream via Q&A, discussion, and voting. **A moderator will be supporting your session and will read audience questions aloud for you to answer verbally during the live stream.**

Watch the Audience Response System Tutorial Video

Should you want to review and answer attendee questions via the Audience Response System, please click the applicable presentation title under the ‘**Answer Attendee Questions**’ section located at the top of your task list page. This opens the Audience Response System in a new tab.
1. Click the black ‘Add Response’ button to answer the question.

2. Answer in the pop-up them click ‘Mark Question Answered’

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

‘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 favored questions.

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.
Prepare for your Live Presentation

Additional information is available in the Presenter Resources Center and in the comprehensive Presenter Guidelines (.pdf).

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.

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.

Once you access Zoom, you will be able to see and hear your session moderator, as well as AOCS staff who are managing the live session. Please join muted and without video. To communicate with AOCS staff and the A/V technician, please use the chat within Zoom. The Zoom chat is not accessible by session attendees.

Your introduction as well as the question and answer portion of your presentation will be facilitated by a moderator. Once it is your turn to present, you will share your presentation file on your own device within Zoom.

⚠️ Embedded audio or video is not supported in the live stream

If your presentation requires an audio track or video component, we will prepare the file and play it for you. Please send your audio file(s) or video(s) directly to Amy Garren at amy.garren@aocs.org at least one week before your scheduled lecture.
Live Presentation Best Practices

• Position the camera you will be speaking into at eye level. This will allow for a more personal interaction with the attendees.
• Be sure all lights are located behind the camera and are lighting up your face. Avoid sitting with a window at your back.
• Google Chrome is the preferred browser to access the livestream.
• Connect your laptop to power (do not use battery only).
• Connect your computer to a hard internet line with an ethernet cable, if possible. If using Wi-Fi please move as close to the router as possible.
• Shut down VPN, email, instant messaging, and any programs not being used. This will insure a strong internet connection throughout the stream.
• Turn off notifications on the presenting computer.
• Turn off or mute all phones

Day-of Presentation Instructions

• It is preferred that all speakers join the livestream 30 minutes prior to the beginning of the session. Should that not be possible please join the livestream at least 30 minutes prior to your presentation time for a system check and instructions.
• **Join the meeting muted and with your webcam off**

⚠️ Opening the livestream via the annual meeting website (i.e., attendee view) during your live session will cause audio feedback.
Resources and Contact Information

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

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

**Live Presentation Assistance**
For questions or to receive help with your live presentation please contact Amy Garren.  
Amy Garren, Director, Brand and Digital Strategy  
Cell Phone: +1 217-898-0033 | Email: amy.garren@aocs.org

**Technical Support**
Should you experience an issue with the Oral Presentation Management System please contact CadmiumCD technical support.

Hours: 9:00 AM – 9:00PM EDT, Monday -Friday  
Phone: (Direct) +1 410-638-9239  
Phone: (Toll Free) +1 877-426-6323  
Email: support@cadmiumcd.com