

**May 1–4**

Atlanta, Georgia, USA | Online



**2022 AOCs Annual Meeting & Expo**

Collaboration across industry, academia and government to advance the science and technology of oils, fats, lipids, proteins, surfactants and related materials

[annualmeeting.aocs.org](https://annualmeeting.aocs.org)

Hyatt Regency Atlanta in Atlanta, Georgia, USA, and online

## **AOCS ePoster Presenter Guidelines**

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### **Important Dates**

**March 11:** Deadline for Poster Display Verification task

**March 14:** ePoster pdf uploads due for consideration in the Student ePoster Pitch Competition

**April 4:** All presenters must be registered for the annual meeting

**April 15:** Deadline for ePoster pdf upload, audio recording, and presenter information tasks in ePoster Management System

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## **General Information**

### **Contact Information and Assistance**

If you have questions about the 2022 AOCs Annual Meeting & Expo, please contact Lauren Rohde, Manager of Education and Meetings Programs for AOCs:

Telephone: +1 217-693-4831

Email: [Lauren.Rohde@aoacs.org](mailto:Lauren.Rohde@aoacs.org)

### **Login Assistance for the ePoster Management System**

If you need help accessing the AOCS ePoster Management System or need your credentials resent, please contact Lauren Rohde, Manager of Education and Meetings Programs for AOCS:

Telephone: +1 217-693-4831

Email: [Lauren.Rohde@aoacs.org](mailto:Lauren.Rohde@aoacs.org)

### **Technical Support**

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

Hours: 8:00 AM – 8:00PM CDT (Chicago, USA; UTC-5), Monday-Friday

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

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

Email: [support@cadmiumcd.com](mailto:support@cadmiumcd.com)

### **Meeting Registration Assistance**

If you have questions about registration, please contact Karen Kesler, Data Management Specialist for AOCS:

Phone: +1 217-693-4813

Email: [karen.kesler@aoacs.org](mailto:karen.kesler@aoacs.org)

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## **Presenter Registration Requirement**

Thank you for presenting your ePoster at the 2022 AOCS Annual Meeting & Expo, taking place May 1-4, 2022. All ePoster presenters are required to register for the 2022 AOCS Annual Meeting & Expo. The meeting is a hybrid event, and ePoster presenters may attend in person at the [Hyatt Regency Atlanta](#) (265 Peachtree St NE, Atlanta, GA 30303 USA), or virtually. Failure to register for the meeting by **April 4, 2022**, will result in the withdrawal of your ePoster presentation from the official meeting program.

Please visit [Register \(aoacs.org\)](#) for more information and to register. Hotel and transportation information is available at [Hotel and Travel \(aoacs.org\)](#). If you are attending on site, please be sure to book your hotel accommodations as early as possible to ensure availability.

## **Present an AOCS Webinar (Optional)**

All accepted ePoster authors have the option of presenting a live AOCS Webinar. These special edition AOCS Webinars will be 20–45 minutes in duration and include a question-and-answer session with the audience. Your webinar may be scheduled at <https://my.timetrade.com/book/683SG>. If you have questions about the webinar option, please contact Amy Garren at [amy.garren@aoacs.org](mailto:amy.garren@aoacs.org).

# ePoster Management System User Guide

## Overview

AOCS utilizes an [online system](#) to collect all presenter and ePoster presentation information. The system will allow you to update your profile and complete all presentation related tasks.

## Accessing the ePoster Management System

### Logging In

A welcome email with the system link and access credentials has been sent to all presenting authors. Please make sure that you use the credentials provided in the welcome email (and NOT your AOCS credentials) when logging into the ePoster Management System.

If you have not received the welcome email, please check your junk/spam folder. Contact Lauren Rohde at [Lauren.Rohde@aocs.org](mailto:Lauren.Rohde@aocs.org) if you need assistance or need the email resent.

### CadmiumCD Privacy Notice

The first time you login to the AOCS ePoster Management System, you are required to read and sign the CadmiumCD (the meeting platform provider) privacy notice. This requires a two-word signature (ex: John Doe; J Doe).

### Landing Page

Once you log in to the ePoster Management System, you will be able to view your task list and the associated due dates.

### Complete Your Assigned Tasks

Click on a task title to complete the task.

Incomplete tasks are marked with a **red X**.

Completed tasks are marked with a **green checkmark**.

## Assigned Tasks and Instructions

### Poster Display Verification- Due March 11

All poster presentations will be displayed virtually on the meeting platform. If you are planning on attending the meeting on site in Atlanta, you will have the option to have your physical (paper) poster displayed at the meeting as well. To indicate that you wish to have a poster board provided for you at the Hyatt Regency, please choose the "YES" option from the task drop down menu. **Please only choose this option if you are attending the meeting on site.**

### Update Your Presenter Biography- Due April 15

This task allows you to review and edit your biography that will be used on the website and in event marketing materials. To provide or update your biography, press the "Update Your Biography" task on your task list page. Previously provided biographies will be uploaded into the system for you. After entering your biography, press the grey "Continue" button on the bottom left of the webpage to get back to your task list.

### **Update Presenter Profile Information- Due April 15**

Your presenter profile will be used on the meeting website and in event marketing materials. To provide or update your presenter profile information press the “Presenter Profile Information” task on your task list page. Once you have completed your profile, click on the grey “Continue” button to get back to your task list.

Your presenter profile offers you the option of providing:

- Personal details such as mailing address and contact information.
- Contact information for attendees (email address, cell phone, and office phone).
- Professional information such as your credentials, title, and organization.
- Website and social media links.

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.

### **Upload Presenter Photo- Due April 15**

Your presenter 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). If you provided a presenter photo to AOCS with your abstract submission, that photo will already be in the system.

Use the “Upload Your Presenter Photo” task to add your picture to the ePoster Management System. Upload your photo by clicking the “Choose file” button and selecting which picture you would like to use. Once the file has uploaded, click the grey “Submit Photo” button.

#### **Photo Requirements:**

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

### **Upload your ePoster- Due April 15**

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

#### **ePoster Requirements and Specifications:**

- The ePoster upload must be a single-page PDF file at the highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to '16:9'.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.).
- Minimum font size is 6pt.

### **Record ePoster Audio- Due April 15**

You can add up to 10 minutes of audio to your ePoster. Attendees will hear the audio when they view the ePoster. 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 ePoster Audio” task **you must first upload the ePoster PDF** for which you will eventually record the audio. Once your ePoster has been uploaded, it typically

takes about 5 minutes for your ePoster to process before you can begin to add audio via the “Record ePoster Audio” task.

After enough time has elapsed, return to your task list, and select the “**Record ePoster Audio**” task. To start recording, click on the blue “**Start Recording**” button. 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. If you want to re-record the audio, click the “**Delete**” button and start the recording process again.

## Guides and Tutorials:

Need help?

- View an example ePoster with audio at <https://www.youtube.com/watch?v=cT6kg6vLYmw>
- Learn more about adding audio by watching the video “[Poster Presenter Audio Task](#)”.
- Learn how to select the 16:9 slide orientation by viewing the webpage “[Change the Size of Your Slides](#)”.
- Download the [AOCS ePoster Template](#).