

AOCS Exhibitor & Sponsor Management System

User Guide Contents

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

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If you have any questions or need assistance, please contact Clara Chun, Customer Success Manager, Partnerships at clara.chun@aoes.org.

AOCS Exhibitor & Sponsor Management System User Guide

Log-In



AOCS Annual Meeting

[Convention Details](#) | [Technical Support](#)

Welcome to the AOCS Exhibitor & Sponsor Management System

Welcome to the 2026 Exhibitor & Sponsor Management System, where exhibitors can input digital exhibitor profile information and access details. Please use the access key sent in your welcome email to log in.

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

Need help?

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

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

The screenshot shows a 'Log In' form with a teal header. It contains two input fields: 'Email address' with a person icon and 'ACCESS KEY' with a key icon. Below the fields is a link that says 'Lost your Access Key? or Need help?'. At the bottom is a teal 'Login' button.

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

Privacy Notice



Privacy Notice

Skip Form



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



Summary

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



Full Text (version 2802-26637-2336)

Print

Export

1. What we need

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

2. Why we need it

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

3. What we do with it

Your personal data is processed on AWS and Rackspace servers located in the United States. As requested by American Oil Chemists' Society, we may share your information with American Oil Chemists' Society's vendors related to registration, membership and 3rd party analytics services.

4. How long we keep it

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

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, by contacting the Controller.



Consent

I have reviewed the privacy notice below and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by contacting the Data Controller.

Please type your full name on the line above.

Skip Form

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

Tasks



MAY 2-3, 2026 | WHERE LEADING SCIENTIFIC MINDS CONVERGE

2026 AOCS ANNUAL MEETING & EXPO

HYATT REGENCY NEW ORLEANS | ANNUALMEETING.AOCS.ORG | NEW ORLEANS, LOUISIANA, USA

AOCS Annual Meeting | [Log Out](#)

Tasks Complete! | [Convention Details](#) | [Technical Support](#)

EVENT INFORMATION



Dates: May 3 - 6, 2026 (Sun — Wed)

Location:
Hyatt Regency New Orleans
New Orleans, Louisiana

More Information: [Website](#)

YOUR INFORMATION



CCC:
Booth 715 — Size: 10 x 10 (100 sqft)
User: Clara Chun (0 logins)

EXHIBITOR SUCCESS CENTER



[Give Feedback](#)

TASKS (you have 0 tasks left to complete out of a total 4 assigned tasks)



- Company Details and Description** (completed 1/2/2026, 5:16 PM)
- Company Logo Upload 1200x400 (.ai or .eps)** (completed 1/2/2026, 5:44 PM) -- [PREVIEW](#)
- Brochure Upload (PDF)** (completed 1/2/2026, 5:25 PM)
- Create or Update Staff Profiles** (completed 1/2/2026, 5:35 PM)

NEED HELP?



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

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

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

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

AOCS Exhibitor & Sponsor Management System Uploads Cheat Sheet

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

Digital exhibitor profiles allow the following uploads:

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

***AOCS suggests uploading this content at a minimum.**

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

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

Company Details and Description



Home | Log Out

Tasks Completed | Convention Details | Technical Support



COMPANY DETAILS AND DESCRIPTION

Save and Complete Task



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



Company Name

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

TEST *

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

TEST *



Website Address

(include https://)



Twitter Page

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

X Web Page

Enter your desired hashtag (example #AOCs2021)

X Hashtag



Facebook Page

Facebook Web Page



LinkedIn Profile Page

LinkedIn Profile Web Page



Instagram Page

Instagram Profile Web Page ?

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

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

Company Details and Description, cont.



Company Contact Information

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



Company Mailing Address



Description

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

0 words (500 max)

0 characters

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



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

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

Save and Complete Task

★ Indicates required field

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

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

Company Logo Upload



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

(task is due Friday, March 20, 2026)

[Submit Logo](#)



Please upload a 1200x400 vector version of your logo (Adobe Illustrator .ai or .eps versions are accepted) for 2026 AOCS Annual Meeting & Expo.

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

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

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

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

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



Company Logo

[Choose File](#) No file chosen

By uploading your company's logo, you certify that you have the right to distribute the logo and you release it for use on 2026 AOCS Annual Meeting & Expo meeting website.

Click [Choose File](#) to browse. Upload a 1200x400 horizontal **vector version** of your logo. **NOTE: It must be an .ai or .eps file** (no other file types accepted).

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

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



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BROCHURE UPLOAD (PDF)

Submit Brochure



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



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

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



No file chosen

(this is a required upload)

I will not be uploading a brochure

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

Or indicate if you will not be uploading a brochure.

Create or Update Staff Profiles



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CREATE OR UPDATE STAFF PROFILES

Save Company Representative List



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

A staff profile may include:

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

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

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

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

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

Name	Photo	Bio	Phone	Address
Assigned Company Representatives (0)				
Available Company Representative (1)				
Clara Nelson				

Clara Chun

EMAIL: clara.chun@aoocs.org

[Add to List](#) [Edit](#)

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

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

Profile Editor

1. Core Data

Cont. on next page

Create or Update Staff Profiles, cont.

Edit Profile Editor

Summary

Clara Nelson

Email: _____

Core Data

Professional Info

Biography

Address

Photo

CLOSE **SAVE CHANGES**

Continue with Profile Editor

Please note, fields with an * are required to be filled in.

- **Core Data**
- **Professional Info**

Cont. on next page

Edit Profile Editor

Summary

Core Data

Professional Info

Biography

Address

Photo

First Name * **MI** **Last Name *** **Suffix** ?

Email Address * ?

Office Phone ?

Cell Phone ?

Pronouns

he/him/his

she/her/hers

they/them/theirs

Self-describe.

CLOSE **SAVE CHANGES**

Edit Profile Editor

Summary

Core Data

Professional Info

Biography

Address

Photo

Credentials ?

Position/ Job Title * ?

Company * ?

CLOSE **SAVE CHANGES**

Edit Profile Editor

- Summary
- Core Data
- Professional Info
- Biography**
- Address
- Photo

Biography

CLOSE **SAVE CHANGES**

Edit Profile Editor

- Summary
- Core Data
- Professional Info
- Biography
- Address**
- Photo

Company / Organization

Street Address

Apartment, Suite or Building

City

State / Province **Zip / Postal Code**

Select state / province ...

Country

Select a country...

CLOSE **SAVE CHANGES**

Edit Profile Editor

- Summary
- Core Data
- Professional Info
- Biography
- Address
- Photo**

Staff Photo *

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

Drag your photo into this box

OR

Click to browse your computer for a photo

CLOSE **SAVE CHANGES**

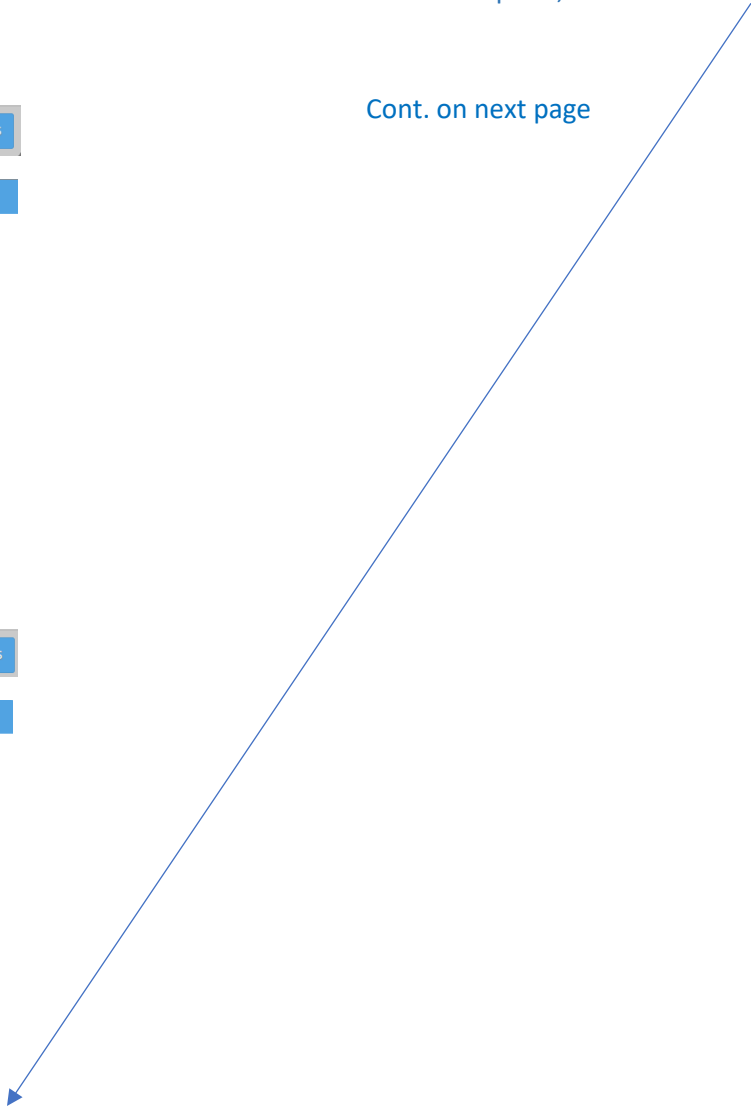
Continue with Profile Editor

Please note, fields with an * are required to be filled in.

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

When complete, click **Save Changes**.

Cont. on next page



Create or Update Staff Profiles, cont.

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

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

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

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

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

Clara Chun
EMAIL: clara.chun@aoocs.org
POSITION: Business Development & Customer Success Manager

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

Name	Photo	Bio	Phone	Address
Assigned Company Representative (1)				
Clara Chun				

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

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

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

Name	Photo	Bio	Phone	Address
Assigned Company Representative (1)				
1 Clara Chun				

Up to three more Company Representatives may be added. Repeat the steps on pages 10-13 for each additional representative starting by selecting **Add Company Representative**.

Product Showcase Presenters Only

Terms & Conditions



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REVIEW THE PRODUCT SHOWCASE TERMS & CONDITIONS

(task is due Friday, March 20, 2026)

Agree



Product Showcase Presenters, please Review, Sign, and Agree



Please submit your agreement to the Product Showcase Terms & Conditions.



Product Showcase Terms & Conditions

Publish Product Showcase Presentation and Related Materials:

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

Indemnification Agreement.

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

- (a) the content of the presentation and related materials is accurate;
- (b) the presentation and any related materials do not violate any copyright, proprietary, confidentiality, or personal rights of others;
- (c) you are authorized to make use these materials on behalf of your company or institution; and
- (d) you agree to the AOCs Meetings Conduct Policy.

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

I have read and accept the terms and indemnification.



Signature

Please sign below.

I have read and agree to the Product Showcase Terms & Conditions

Please type your full name on the line above.

Agree

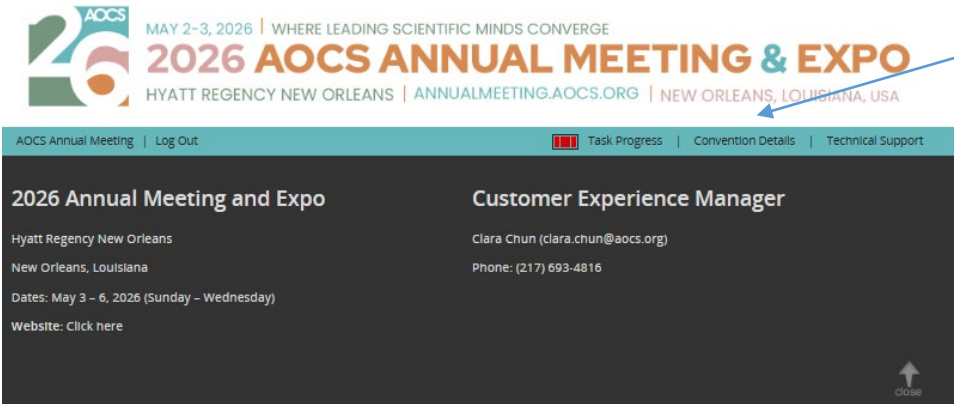
- Please acknowledge you have read and agree to the Terms and Conditions
- **Type your full name.**
- **Click Agree.**

References and Resources

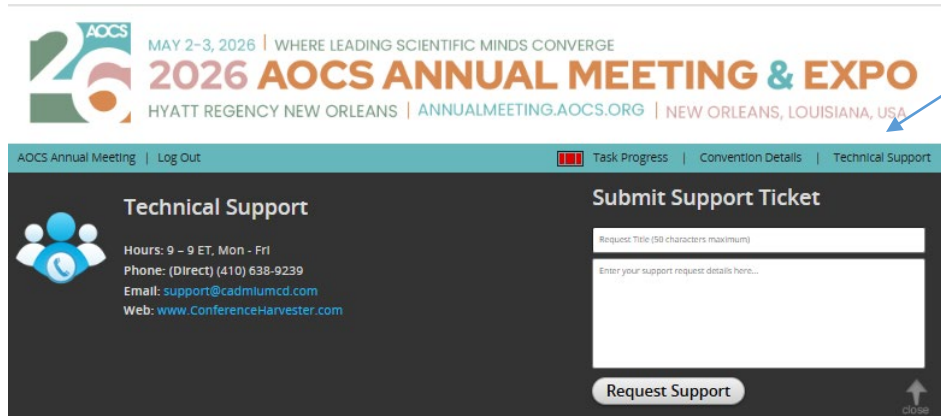
References and Resources (top of Exhibitor and Sponsor Management System page)



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



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



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



- **Exhibitor Success Center** – your go-to resource for a successful exhibit including.
 - **Exhibitor Floorplan**
 - **Exhibitor Success Center** (annualmeeting.aocs.org)