

AOCS Exhibitor & Sponsor Management System

Uploads Cheat Sheet

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

All virtual booths 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	n/a	.ai or .eps	
Booth banner	1	1920 px wide x 125 px tall	.png or .jpg	
Link for banner*	1	n/a	URL beginning with https://	
Intro video	1	200mp	.mp4	3–5 minutes
Video thumbnail	1	800 pixels wide	.png or .jpg	
External links*	≤ 6	n/a	URL beginning with https://	
Company resources	2	n/a	.pdf	
Company images	≤ 6	n/a	.png or .jpg	
Staff photos*	≤ 4	400 x 400	.png or .jpg	1 per staff profile

*AOCS suggests uploading this content at a minimum.

Premium booths will also be able to upload:

Type	Quantity	Maximum Size	Acceptable file format(s)	Recommendation
Company brochure	1	30MB	.pdf	
Link to giveaway	1	n/a	URL beginning with https://	

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 any assistance, please contact Ellen Snipes, Director, Meetings and Exhibits at ellen.snipes@aocs.org or +1 217-693-4831.