

# 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:

Log-In	. . . . .	2
Privacy Notice	. . . . .	3
Tasks	. . . . .	4
Uploads Cheat Sheet	. . . . .	5
Company Details and Description	. . . . .	6
Company Logo Upload	. . . . .	8
Brochure Upload	. . . . .	9
Create or Update Staff Profiles	. . . . .	10
Terms & Conditions ( <i>Product Showcase presenters only</i> )	. . . . .	14
References and Resources	. . . . .	15

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

# AOCS Exhibitor & Sponsor Management System User Guide

## Log-In



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE

## 2025 AOCS ANNUAL MEETING & EXPO

OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

AOCS Annual Meeting

Meeting Details | Technical Support

### Welcome to the AOCS Exhibitor & Sponsor Management System

Welcome to the 2025 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@aoacs.org](mailto:clara.chun@aoacs.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.

Log In

Email address

ACCESS KEY

Lost your Access Key? or Need help?

Login

Questions? Customer Experience Manager:  
Clara Chun - [clara.chun@aoacs.org](mailto:clara.chun@aoacs.org) / (217) 693-4816



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE  
**2025 AOCs ANNUAL MEETING & EXPO**  
OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

AOCs Annual Meeting | Log Out

Task Progress | Exhibitor Success Center | Meeting Details | Technical Support



## Privacy Notice

Skip Form



**ADMIN MODE:** You can continue without affecting Clara Chan's consent form by pressing the 'Skip Form' button.  
**SPECIAL NOTE:** Since you are an administrator, you should NOT fill in this form. Use the 'Skip Form' button above.

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 2802-23873-2336)

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

#### ADMIN NOTE:

The people who log in are required to click the checkbox to acknowledge their consent to the Privacy Notice. Their signature must include two words, one of which should be their first or last name.

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.



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE  
**2025 AOCs ANNUAL MEETING & EXPO**

OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

AOCs Annual Meeting | Log Out

Tasks Complete! | Exhibitor Success Center | Meeting Details | Technical Support

EVENT INFORMATION



Dates: Apr 27 – 30, 2025 (Sun — Wed)

Location:  
Oregon Convention Center  
Portland, Oregon

More Information: [Website](#)

YOUR INFORMATION



Clara Chun Company:  
Booth 2198 — Size: 10 x 10 (100 sqft)  
User: Clara Chun (1 login)

[Preview Your Booth](#)

EXHIBITOR SUCCESS CENTER



[Exhibitor Success Center](#)

[Exhibitor Floorplan](#)

We always welcome feedback and want to hear what you like and your suggestions. [Give feedback Now](#)

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



- Company Details and Description (completed 12/20/2024, 4:55 PM)
- Company Logo Upload 1200x400 (.ai or .eps) (completed 12/20/2024, 4:45 PM)
- Brochure Upload (PDF) (completed 12/20/2024, 4:46 PM)
- Create or Update Staff Profiles (completed 12/20/2024, 4:51 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@aoacs.org](mailto:clara.chun@aoacs.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	<b>Note only</b> .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](mailto:clara.chun@aocs.org).

# Company Details and Description



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE  
**2025 AOCs ANNUAL MEETING & EXPO**  
OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

[Home](#) | [Log Out](#)



[Task Progress](#)

[Exhibitor Success Center](#)

[Meeting Details](#)

[Technical Support](#)



## COMPANY DETAILS AND DESCRIPTION

(task is due Monday, March 24, 2025)

[Save and Complete Task](#)



**ADMIN MODE:** Check this box to bypass any task settings by disabling the submit button

[Click Here to disable settings](#)



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).

\*

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

\*



### Website Address

(include https://)



### Twitter Page

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

Enter your desired hashtag (example #AOCs2021)



### Facebook Page



### LinkedIn Profile Page



### Instagram 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

## 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

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.



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE

## 2025 AOCs ANNUAL MEETING & EXPO

OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

[Home](#) | [Log Out](#)



[Task Progress](#)

[Exhibitor Success Center](#)

[Meeting Details](#)

[Technical Support](#)



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

(task is due Monday, March 24, 2025)

[Submit Logo](#)

ADMIN MODE: Check this box to disable logo format requirements.

[Disable format requirements](#)

Please upload a 1200x400 vector version of your logo (Adobe Illustrator .ai or .eps versions are accepted) for 2025 AOCs Annual Meeting & Expo | SPF Sustainable Protein Forum.



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 2025 AOCs Annual Meeting & Expo | SPF Sustainable Protein Forum meeting websites.

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.



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE  
**2025 AOCs ANNUAL MEETING & EXPO**  
OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

Home | Log Out

Task Progress | Exhibitor Success Center | Meeting Details | Technical Support



### BROCHURE UPLOAD (PDF)

Submit Brochure



ADMIN MODE: Check this box to disable task achievements when you submit data on this page.

Bypass task completion

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.



Choose File No file chosen

I will not be uploading a brochure

(this is a

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



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE  
**2025 AOCs ANNUAL MEETING & EXPO**  
OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

Home | Log Out

Task Progress | Exhibitor Success Center | Meeting Details | Technical Support



## 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 Chun				



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

Profile Editor

Core Data

First Name \* | MI | Last Name \* | Suffix

Professional Info

Biography

Address

Photo

Email Address \*

Office Phone

Cell Phone

Pronouns

he/him/his

she/her/hers

they/them/theirs

Self-describe:

CLOSE | ADD COMPANY REPRESENTATIVE

## Create or Update Staff Profiles, cont.

The screenshot shows the 'Profile Editor' interface with the 'Credentials' section active. On the left, a sidebar lists 'Core Data', 'Professional Info', 'Biography', 'Address', and 'Photo'. The main area contains three input fields: 'Credentials', 'Position/ Job Title \*', and 'Company \*'. Each field has a question mark icon to its right. The 'Professional Info' sidebar item is highlighted with a green bar.

Continue with Profile Editor **Please note, fields with an \* are required to be filled in.**

2. Professional Info
3. Biography
4. Address

Cont. on next page

This screenshot shows the bottom of the 'Profile Editor' interface. It features a grey bar with a 'CLOSE' button on the left and an 'ADD COMPANY REPRESENTATIVE' button on the right.

The screenshot shows the 'Profile Editor' interface with the 'Biography' section active. The sidebar on the left has 'Biography' highlighted with a green bar. The main area contains a large, empty text area for the biography, with a question mark icon in the top right corner.

This screenshot shows the bottom of the 'Profile Editor' interface, identical to the previous one, with 'CLOSE' and 'ADD COMPANY REPRESENTATIVE' buttons.

The screenshot shows the 'Profile Editor' interface with the 'Address' section active. The sidebar on the left has 'Address' highlighted with a green bar. The main area contains several input fields: 'Company / Organization', 'Street Address', 'Apartment, Suite or Building', 'City', 'State / Province' (a dropdown menu), 'Zip / Postal Code', and 'Country' (a dropdown menu). Each field has a question mark icon to its right.

## Create or Update Staff Profiles, cont.

Profile Editor

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

ADD COMPANY REPRESENTATIVE

Update the last category. **Please note, fields with an \* are required to be filled in.**

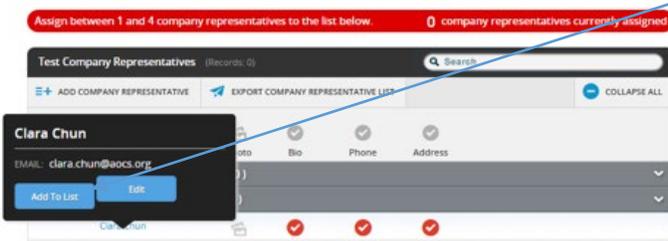
5. **Photo** (400 pixels wide and 400 pixels high)

When complete, click **Add Company Representative.**

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

Name	Photo	Bio	Phone	Address
<b>Assigned Company Representatives (0)</b>				
<b>Available Company Representative (1)</b>				
Clara Chun	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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**.



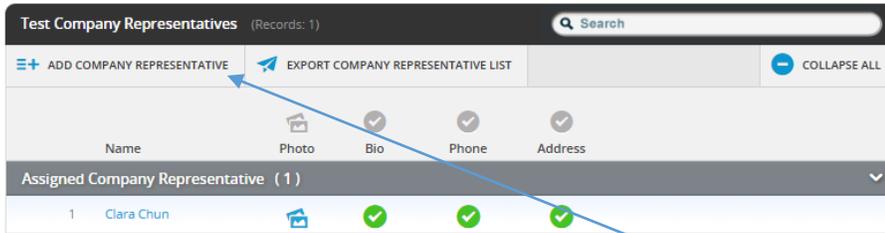
Assign between 1 and 4 company representatives to the list below. 0 company representatives currently assigned



## Create or Update Staff Profiles, cont.

### Add Additional Company Representative

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



Test Company Representatives (Records: 1)					
ADD COMPANY REPRESENTATIVE		EXPORT COMPANY REPRESENTATIVE LIST		COLLAPSE ALL	
Name	Photo	Bio	Phone	Address	
Assigned Company Representative ( 1 )					
1	Clara Chun				

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

**Up to three more** Company Representatives may be added. Repeat the steps on pages 10-12 for each additional representative starting by selecting **Add Company Representative**.

# Product Showcase Presenters Only

## Terms & Conditions



APRIL 27-30, 2025 | WHERE LEADING SCIENTIFIC MINDS CONVERGE  
**2025 AOCs ANNUAL MEETING & EXPO**  
OREGON CONVENTION CENTER | ANNUALMEETING.AOCS.ORG | PORTLAND, OREGON, USA

[Home](#) | [Log Out](#)

[Task Progress](#) | [Exhibitor Success Center](#) | [Meeting Details](#) | [Technical Support](#)



### REVIEW THE PRODUCT SHOWCASE TERMS & CONDITIONS

(task is due Monday, March 24, 2025)

[Agree](#)



**ADMIN MODE:** Check this box to bypass any task settings which disable submitting data

[Click Here](#) to disable settings



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](#)

**Product Showcase Presenters, please Review, Sign, and 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)



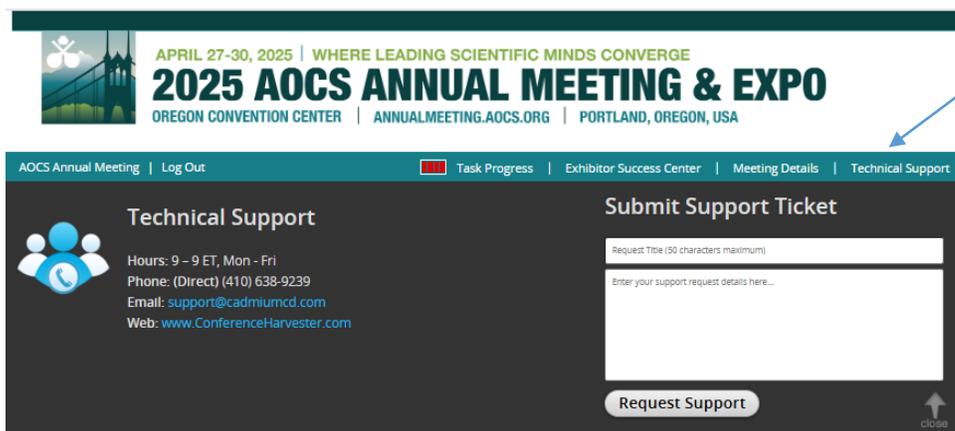
- **Task Progress** – tracks progress on your five tasks.



- **Exhibitor Success Center** – your go-to resource for a successful exhibit.



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



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