

MARCH 27-29, 2022 | MARRIOTT DOWNTOWN TORONTO

PRESENTER'S GUIDELINES

We're honoured to have you as a presenter for this second edition!

For any information, feel free to contact the symposium chair, Pierre Julien at pierre.julien@draglobal.com or the CIM Convention Planner, Guylaine Richard at grichard@cim.org at any time.

KEY DATES:

February 14: Abstract submission deadline

February 28: Registration deadline

March 17: Email sent to presenters to confirm day/time of presentation

March 17: PPT upload deadline

March 20: Recording of presentation deadline

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1. IMPORTANT INFORMATION / DEADLINES

- Presenters: The format of the symposium allows for a 20-minute presentation, followed by a 5-minute Q&A session. In the event where you can't present in person, we ask that you record your presentation by March 17th at the latest.
- **Keynotes**: The format of the symposium allows for a 30-minute presentation, followed by a 10-minute Q&A session.
- Schedule is yet to be finalized. An email specifying the presentation date/time will be sent to each presenter/keynote on March 17th.
- An LCD projector and a computer will be available in the meeting room. Please contact Guylaine Richard at grichard@cim.org before February 14th if special audio-visual equipment is required.

- Presenters are requested to show up 15 minutes before the session starts to upload their PPT presentation in the computer.
 - Power Point presentations uploaded on the website \underline{will} not be used for onsite presentation as we understand they change until the last minute.

Abstract submission

- Please submit your abstract by February 14th
 https://www.xcdsystem.com/cim/abstract/index.cfm?ID=HtCBq17
- Also, prepare to provide a short biography and a picture

PPT presentation

- Please upload by March 17th
 https://www.xcdsystem.com/cim/abstract/index.cfm?ID=HtCBq17
- The objective is to gather all scheduled presentations and populate the CIM technical library. A benefit to CIM members and an invaluable knowledge bank for your industry peers.
- We will not use this PPT for your presentation. You must have a copy with you.

Recording of presentation

- All presenters must record their presentations online before March 20th for the CIM Academy and/or virtual presentations at: https://www.xcdsystem.com/cim/abstract/index.cfm?ID=6Digr5V
- The recording is done through the same site where your abstract will be uploaded. It is an easy process with a chance to view your recording, and edit or delete and record again

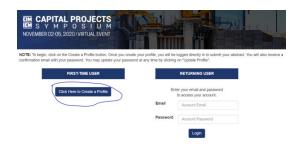
Registration

Conferences rely on registration fees from all categories of attendees for financial sustainability. This means that all conference participants, including members of the Organizing Committee, Session and Stream Chairs, as well as Presenters, must pay the registration fees set for their category. Presenters must register before February 28th in order to guarantee the presenter's place in the program schedule. A preferential registration fee is set for presenters and session chairs in recognition of their special contribution to the conference. Registration may be completed online here: https://www.xcdsystem.com/cim/attendee/index.cfm?ID=v6cAPDb

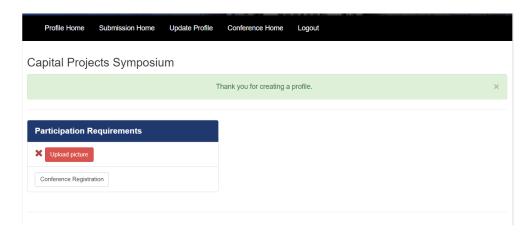
2. HOW TO SUBMIT AN ABSTRACT

Step 1: If you are a first-time user, please create a profile.

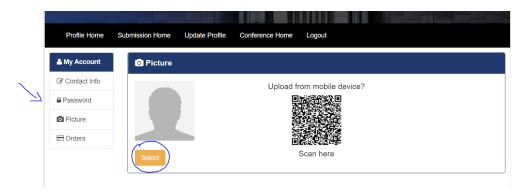
You will automatically be logged in after you create a profile. By default, your password will be the same as your email address. You can change it later in My Account option.



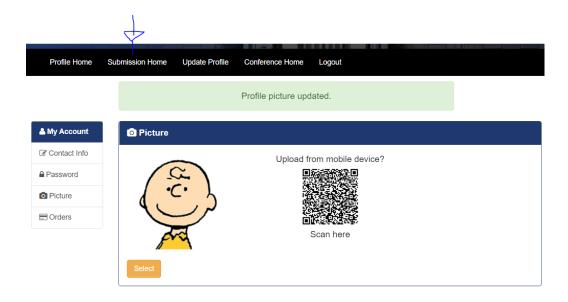
Step 2: After creating a profile, you will be asked to upload a picture:



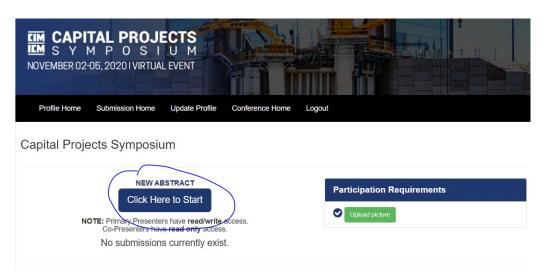
If you want, you can change your password here:



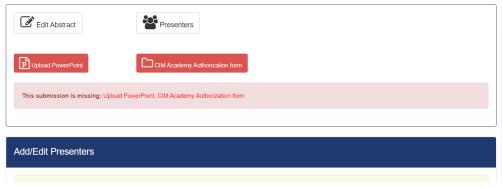
Step 3-1: Once your picture is uploaded, you are ready to submit your abstract. Click on Submission home.



Step 3-2:



Once submitted, you will receive a confirmation by email. This is where you can add co-presenters, upload your PPT, the CIM Academy authorization form and record your presentation (button coming)



3. HOW TO PREPARE YOUR POWERPOINT PRESENTATION

Presenters are requested to show up in the session room at least 15 minutes before the session starts to upload their presentation on the computer.

The following guidelines are designed to help presenters with their preparation. These guidelines apply to slides projected directly from PowerPoint or other software.

- Slide layout: standard 16:9 aspect ratio
- Slides should clarify and complement what is spoken: avoid putting spoken words on slides.
- Many simple slides are better than one complex slide (limit to 7 lines or 20 words per slide).
- Allow one slide per minute.
- Use contrasting colors. A dark background with light text is visually appealing.
- Avoid red or dark blue text: it does not project well.
- Double-spaced text is more legible.
- Sans serif font (e.g., Calibri, Arial) is more legible than a serif font (e.g., Times New Roman).
- Minimum font size 18 pt; headings should be at least 24 pt.
- Do not use ALL CAPITAL LETTERS.
- Ensure the line thickness is sufficient before transferring an image from a graphics package.
- Title slide should contain title, authors' names, date, and location of the presentation.
- Include a "Contents" or "Agenda" slide that identifies headings for discussion.
- Use a separate slide for the heading to be discussed and provide more information if required.
- Apply the same slide color scheme used on the main title to the content's slides (for continuity).
- The final slide may display the company logo, to be left on the screen during the question period.

4. TIPS FOR RECORDING YOUR PRESENTATION

In order to help you prepare and feel confident in your at-home setup, we wanted to share this quick list of tips for looking and sounding your best:

CAMERA SETUP

- Make sure that your laptop camera (or other webcam) is at a height that is eye-level with you. This will likely mean raising your computer height significantly with a stack of books, a stand or even a tripod if you have one available and will help avoid camera shots looking directly up your nostrils or the top of your head.
- Next, check to make sure your camera lens is clean for the best possible picture.
- It's also helpful to make sure that the device you plan to use for the event is fully charged and plugged into a nearby outlet.

LIGHTING SETUP

- Check to make sure you are well and evenly lit. To help mitigate potential glare or shadows, you can try placing a lamp or turning on an overhead light behind your laptop, facing your face.
- If you are using natural light instead, be mindful of the time of day of the live event versus the time of day you are testing your lighting set-up.

SOUND SETUP

- For the best possible sound quality, we highly recommend the use of wired headphones. If
 you choose to use wireless headphones, please make sure they are fully charged and
 double-check that your Bluetooth is turned off for other nearby devices so that your
 headphones can successfully be paired with the device you intend to use for the event.
- Next, make sure you have silenced the notifications on all your devices that are in the area you plan to be speaking from.

5. CIM ACADEMY / RECORDING AUTHORIZATION

The CIM Academy (https://academy.cim.org/) is a major educational platform where all CIM content (past conferences presentations, workshops, webinars and more) is made available by event and structured by topics. With themes like mining operations, innovation and technology and metallurgy and materials, CIM Academy covers the most important topics in the industry.

For professional development purposes, users can obtain a personalized certificate of completion on each presentation viewed if they view the complete lecture.

If you agree to have your presentation featured in the Academy, you must record your presentation and sign the authorization (Annex A) form before March 20th.

Please return your Authorization form either by email at grichard@cim.org or by uploading it here: https://www.xcdsystem.com/cim/abstract/index.cfm?ID=6Digr5V

On behalf of CIM, we thank you in advance for your educational contribution.

6. SAFETY & SECURITY AT THE MARRIOTT DOWNTOWN - COVID-19 PROTOCOL

Per Government of Ontario Regulations, guests will require proof of vaccination for our hotel for access to: The Concierge Lounge, Trios Restaurant and Bar, Fitness Centre, Swimming Pool, Meetings and Events.

Guests will be required to provide Proof of Vaccination upon entry (or re-entry) each day for each outlet they visit and asked to wear a mask at all times, except when eating or drinking.

The hotel will not accept a negative Covid-19 test alone for entry into these outlets.

Fully Vaccinated is considered 14 days after a second dose and in Ontario, we will require the 2nd Vaccine Receipt along with Gov't Photo ID.

For more information in regard to Proof of Vaccination, please visit the website attached: https://covid-19.ontario.ca/proof-covid-19-vaccination

Annex A

CIM ACADEMY PUBLISHING AUTHORIZATION FORM

PUBLISHING OF EDUCATIONAL MATERIAL/ ACTIVITY: Capital Projects Symposium | Toronto | March 27-29, 2022

ON: CIM ACADEMY AND FUTURE MOBILE LEARNING APPS

FOR: Canadian Institute of Mining, Metallurgy and Petroleum (hereinafter, referred to as: "CIM")

BY: MULTILEARNING Group Inc., as CIM's designee (hereinafter, referred to as: "its Designee")

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- 2. I represent and warrant that the Educational Material is original, that I have the right to perform and publish the Educational Material on any electronic media and the rights to permit its use, reproduction, modification, transmission and display by CIM or its Designee, pursuant to the terms of this Publishing Authorization.
- 3. For good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I hereby grant CIM the non-exclusive and worldwide license to publish electronically this Educational Material under the terms and conditions it deems appropriate. I acknowledge that CIM may accomplish the publication of this Educational Material through its Designee performing the services on CIM's behalf. Therefore, I agree that the rights granted hereunder shall extend to its Designee indicated in this Publishing Authorization. The right to publish electronically, as granted by this Publishing Authorization, means and includes, notably, the right to record and reproduce the Educational Material on any electronic medium; to display or to broadcast it in an electronic format; to adapt the Educational Material in order to fit users' equipment and meet any other technical requirements; and to create translations of the Educational Material in transcript, subtitle or annotation form. [Note: Neither CIM nor its Designee shall have the authority to change the substance of the Educational Material except for technical manipulations required for converting it into electronic format and language changes required for accurately translating the Educational Material into other languages without changing its meaning.]
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- 5. I, being an author of the Educational Material, hereby waive all moral rights (to the extent permitted by law) with respect to the electronic publication of the Educational Material.
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- 7. In the event I become aware of any content related problems (copyright clearance issues; mistakes in the accuracy of information, accidental disclosure of protected information, etc.), I may terminate the permission to publish granted under this Publishing Authorization by delivering a written notice to CIM at the contact details indicated in the article 8 containing the following: "I, (name), author of the Educational Material entitled (title) hereby terminate my publishing authorization with CIM for the said Educational Material due to the following problems:

 ______(signature)" I understand and accept that such termination will become effective thirty (30) days after CIM has received such written notice. I further understand that, though the authorization to publish will thereby have been withdrawn, the other terms and provisions of this Publishing Authorization will continue in effect.
- 8. I represent that the personal data contained in the Educational Material, including but not limited to the special categories of personal data (e.g. health data, genetic and biometric data) processed prior to the date of the Publishing Authorization for the purposes of the scientific research as may be referred to in the Educational Material, has either been duly made anonymous/de-identified or the necessary explicit consent/authorization/release relating to the processing of the personal data for the purposes of the Publishing Authorization has been duly obtained in compliance with the applicable data protection laws.
- 9. For accreditation purposes, I accept to share my full name, institution details and contact details as included in/linked to the Educational Material with Accrediting Bodies when CIM and/or MLG apply for accreditation or send detailed activity reports on my educational material so that learners may claim/obtain their professional credits, points, participation confirmation, and certification (As this is mandatory, withdrawal is not possible).
- 10. I will transmit any notice to be provided under this Publishing Authorization in writing by email to: support@academy.cim.org or by mail to Suite 1250, 3500 de Maisonneuve Blvd. W., Westmount, QC H3Z 3C1.
- 11. The laws of the Province of Quebec shall govern any disputes, remedies, breaches or claims related to this Publishing Authorization. All matters arising from this Publishing Authorization shall be heard by a court in the province of Quebec, district of Montreal, to the exclusion of the courts of any other country.

Annex A

CIM ACADEMY PUBLISHING AUTHORIZATION FORM

| For facilitation of future discussions on the Educational Material, I accept to receive a notification by email when a question is posted in the | | | |
|---|--|-------------------------|---------------------------|
| O Yes | rum related to my Educational Material O No | | |
| Tes | ONO | | |
| I request that the materials indicated below (or that I will provide at a later stage) be hidden from view when the Educational Material | | | |
| published O Yes | O No | | |
| Tes | ONO | | |
| | | | |
| Content to be hidden from the publishing of the Educational Material/Activity | | | |
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| | Section/Slide/Ref Number | Section/Slide/Ref Title | Section/Slide/Ref Content |
| #1 | | | |
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| dentify 2 tanics related to this presentation (pseeded for the Academy approximation) | | | |
| 1. Health, Safety & Reliability 2. Innovation & Technology 3. Management & Economics 4. Metallurgy 5. Mineral Processing 6. Mining Operations 7. People & Communities 8. Rock Mechanics 9. Sustainability & Environment 10. Exploration & Geology | | | |
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| | | | |
| ivame: | | | |
| Email: | | | |

The Authorization form must be filled, signed and received by March 20, 2022 Send to: grichard@cim.org or Upload: https://www.xcdsystem.com/cim/abstract/index.cfm?ID=HtCBq17