



CIM 2019 Convention

Guidelines for Authors / Presenters

April 28 to May 1, 2019

Montréal, Québec, Canada

1. Important information

What would we do without our valued Authors/Presenters! You are the pulse of the conference and we appreciate your participation and willingness to share your knowledge, experiences and best practices with fellow CIM family members.

- The format of the conference allows for a **20 minutes** presentation and a five minutes question and answer period. It may differ if you are invited in a panel discussion session. In that case, your session chair will confirm the exact presentation time
- An email specifying the presentation date and time will be sent to each presenter on **March 22, 2019**.
- Paper manuscripts (not mandatory) or PowerPoint presentations must be submitted online before **April 28, 2019** at <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=zaeM6vR>
Power Point presentations uploaded on the website will not be used for onsite presentation as we understand they change until the last minute.
- Please complete Joint Copyright form at the end of this document and email or fax to CIM at the time of paper submission.
- Presenters must register on or before **March 22, 2019** in order to guarantee the presenter's place in the program schedule. A preferential registration fee is set for authors/presentation. Registration may be done online at <https://convention.cim.org/2019/en/register/register/>
- An LCD projector and a computer will be available in each meeting room. Please contact Chantal Murphy at cmurphy@cim.org before **March 22, 2019** if special audio-visual equipment is required.
- Presenters must attend the meeting **on the day of their presentations in the room where they present** – in order to upload their presentation in the computer and to meet with their session chair and align. We will not use the Power Point presentation uploaded in the system.

Monday and Tuesday AM Presenters	from 10:15 to 10:45
Monday and Tuesday PM Presenters	from 13:15 to 13:45
Wednesday AM Presenters	from 8:00 to 8:30
Wednesday PM Presenters	from 13:15 to 13:45
- **Certificate of attendance**: Will be available online, after the event. Please self-scan your badge at the entrance of the technical program rooms, as it is the only way to obtain your certificate.

For any other information, presenters may contact either their session chairperson or the CIM Convention Coordinator, Chantal Murphy at cmurphy@cim.org.

2. Authors' instructions for preparing manuscripts

All paper manuscripts and PowerPoint presentations submitted by the authors will be published in the CIM Technical Paper Library 6 weeks post-conference. Therefore, all authors should carefully follow the instructions given below and read all pages in order to ensure high quality and uniformity in the publication.

Manuscripts on paper are not mandatory, but highly recommended. They must be submitted online by **April 28, 2019**.

Language

The papers may be written in either English or French; abstracts may be written either in English or French and must appear on the first page of the manuscript.

Number of pages

The length of the manuscript, including all text, tables, figures, illustrations, references, etc., must not exceed eight pages (excluding abstract and biography).

Style

Left, right, top, and bottom margins should be 2.5 cm (one inch). For uniformity, single-spaced justified text is required. Use double spaces between paragraphs.

Type specifications

The font face should be Times Roman, Times New Roman, or CG Times, and the font size should be 11 points. Avoid using all uppercase and italics for the main body of the text.

Text layout

The title of the paper should be centred. Use upper- and lower-case letters in bold type and font size 12. Two blank lines should be left between the title and author(s) name(s). Spell out each author's first name and provide a middle initial. Type the author's affiliation, in italics, immediately under each author's name. Enter three blank lines after the last author's affiliation. Begin the abstract and the biography with the words "Abstract" and "Biography", which should be centered and bolded.

Equations and formulae

These should be typed centred and numbered consecutively with Arabic numerals in the order of their appearance in the text. Leave two spaces between the equation and the text, and between equations.

Units and symbols

The International System of Units (SI) should be used, and symbols clearly defined in the text.

Figures / diagrams / photographs

This category includes both drawn diagrams and photographs - they should be numbered consecutively with Arabic numerals in the order in which reference is made to them in the text without making any distinction between diagrams and photographs. The author should insert all figures as close as possible to the first reference made to them in the text, and captions should be typed in **bold**. Remember: each figure must have a caption.

Tables

Tables must be placed directly on the page, and should be carefully planned as well as neatly typed with the captions above the tables. The first word of the caption and any proper noun should begin with uppercase letters; all other words should begin with lowercase letters. The caption should be left-justified. The tables should be numbered consecutively in Arabic, not Roman numerals (e.g. Table 2, **not** Table II).

References

Each reference must be cited in the text by author(s) surname(s) and year of publication.

Examples:

(Peck et al., 1974)

(Graterol and Naldrett, 1971)

(Treagus, 1973)

References should be listed in alphabetical order at the end of the text in the style shown by the examples below. **Do not** abbreviate the title of the journal.

Examples:

PECK, R.B., HANSON, W.E., and THORNBURN, T.H., 1974. Foundation Engineering, 2nd Edition, Wiley, New York, 514 p.

GRATEROL, M. and NALDRETT, A.J., 1971. Mineralogy of the Marbridge No. 3 and No. 4 nickel iron sulphide deposits. Economic Geology, 66, p. 886-900.

TREAGUS, S.H., 1973. Buckling stability of a viscous single-layer system, oblique to the principal compression. Tectonophysics, 19 p. 271-289.

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If the paper contains any information from another source, it is the responsibility of the author(s) to obtain the necessary permissions for its reproduction from the holder of the copyright. Acknowledgment must be given in the text or figure caption and the full references should be supplied.

3. Guidelines for preparing your presentation

The format of the conference allows for a **20 minutes** presentation, and a five minutes question and answer period. The following guidelines are designed to help presenters with their preparation. These guidelines apply to slides projected directly from PowerPoint or other software.

Presenters are requested to show up in the session room where they are scheduled to present at least 15 minutes before the session starts.

- 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 colours. 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 colour scheme used on the main title to the contents slides (for continuity).
- The final slide may display the company logo, to be left on the screen during the question period.
- If you are presenting in French, we suggest to have slides in English.



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April 28 to May 1, 2019, Montréal, QC, Canada

Title of Paper: _____

Author(s) / Presenter(s): _____

Joint Copyright

I/We hereby agree to share the copyright of my/our Technical Paper with the Canadian Institute of Mining, Metallurgy and Petroleum (CIM) upon its acceptance for presentation of the CIM 2019 Convention, taking place in Montréal from April 28 to May 1, 2019.

The contents of this paper have not been copyrighted, published, or submitted for publication elsewhere. By agreeing to give this presentation, I am granting a perpetual license to the CIM to reproduce and/or publish all materials associated with my presentation and agree to submit any request for reproduction of the said Technical Paper to CIM for approval.

Please note that ALL presentations will be accepted in PowerPoint.

Author's Signature _____

Date _____

Name (please print) _____

If this paper represents work made for hire:

Name and title of the person for whom work was done (please print) _____

Authorizing signature: _____

IF YOU SUBSEQUENTLY SUBMIT YOUR PAPER FOR PUBLICATION BY A SOURCE OTHER THAN THE CANADIAN INSTITUTE OF MINING, METALLURGY AND PETROLEUM (CIM), PLEASE BE SURE TO CITE THAT THE PAPER WAS FIRST PUBLISHED BY CIM TOWARDS THE 2019 CONFERENCE, CITING PLACE AND DATE.

PLEASE SEND BY EMAIL TO CMURPHY@CIM.ORG BEFORE APRIL 28, 2019