



SHORT COURSES GUIDELINES
CIM 2021 CONVENTION
May 2 to 5, 2021 at the Palais des congrès de Montréal,
Montréal, QC, Canada

- The process requires a Call for Short Courses and an evaluation of entries by the Technical Steering Committee.
- All workshop submitters must reference their submission to a CIM Society who will validate content (no sales pitches)
- The final choice of short courses will be confirmed by the CIM Technical Steering Committee;
- Post-course evaluation by participants will be conducted.

CIM Convention Audiences:

- Metallurgy & Materials
- Mining Operations
- Health, Safety and Reliability
- Innovation & Technology
- Mineral Processing
- Management & Economics
- Sustainability & Environment
- People & Communities
- Exploration & Geology
- Rock Mechanics

GUIDELINES

The following costs associated with the short course will be absorbed by CIM:

- The short course host/main instructor can submit expenses deemed reasonable – to a maximum of \$500 per day.
- Up to 2 short course presenters – per course - are granted a 50% discount on convention registration.
- All costs related to short courses are paid by CIM (meeting space, A-V, Food & Beverage, course materials and public Wi-Fi).

Up to 2 short course presenters are granted a 50% discount on Convention registration. However, short course presenters who are not planning to attend the rest of the CIM Convention do not need to register.

Short courses will not take place unless they break even financially. Depending on the cost of the conference venue, this typically would require a minimum of 8 attendees. The final decision

on any short course cancellation will be administered by the CIM Manager and will be announced 30 days before the conference.

Surplus Sharing

Short course surplus (revenues minus all expenses) will be split as follows in each case:

- 75% of surplus to CIM
- 25% of surplus to be paid out to the short course host

Course Notes

The notes will be provided by the short course organizer in electronic format to the participants. Therefore, all participants will be required to bring their laptop or print their own notes prior to the meeting. CIM will not print copies on site. CIM will provide the short course organizer a list of attendees 1 week prior to the short course date.

Important Dates

December 4, 2020: Society to review the short course
March 29, 2021: Decision on if the short course will take place
April 19, 2021: Short course notes ready (PDF format) and sent to all participants

Typical Schedule of a short course

08:00 CIM Registration opens
08:30-10:00 Course
10:00-10:15 Break
10:15-12:00 Course
12:00-13:00 Buffet lunch
13:00-15:00 Course
15:00-15:15 Break
15:15-16:30 Course

The Short courses may end at the time they wish, we do recommend 1 hour for lunch and two breaks for a full day course. **All Short courses must break for lunch at the same time as lunch is served in a common room for all.** No breakfast will be served.

Audio-Visual Provided

The following is included in each short course room. The organizer must find out if any additional equipment is needed so that CIM can evaluate the cost.

- *1 Tripod Screen, computer projector, laptop computer, laser pointer*
- *Podium microphone, wireless lavalier microphone*

Short course registration fees

- Regular ½ day : \$175 / Students: \$50
- Regular Full Day: \$375 / Students: \$100
- Regular Two-Day: \$675 / Students: \$150

A certificate of completion will be provided to all participants.

Key contacts:

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