

# Guidelines for Authors and Presenters

## CIM 2021 Convention / Virtual Event

### May 3 to 6, 2021

We're honored to have you as a presenter for our upcoming virtual CIM convention!

For the first time, the CIM convention is virtual we're very excited about the new format. We understand that adjusting to this "new normal" has its challenges but we're confident it will open doors for new ways of doing things and we've partnered with a renowned platform to deliver a great convention.

For any information, you may contact the CIM Convention Planner, Chantal Murphy at [cmurphy@cim.org](mailto:cmurphy@cim.org)

#### KEY DATES:

**March 19:** Email sent to presenters to confirm day/time of requested presence online

**April 2:** Presenter's registration deadline

**April 12:** Presentation recording and PPT upload deadline

**May 02:** Technical paper upload (not mandatory) deadline

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#### 1. Important information with deadlines

- **Semi-Live:** The format allows for a 20-minute presentation, and a 10-minute chat Q&A. Sessions are composed of 3 presentations. All presentations are to be "pre-recorded" and presented in this format. We would ask you to be online during the event and available to answer questions via the chat box during your presentation. We ask that you record your presentation by **April 12<sup>th</sup>** at the latest and upload your photo.
- **Live Panel:** The format of the Live panel session allows for three (3) 20-minute presentations, given by 3 panelists, followed by a live 30-minute Q&A. These presentations will be live and recorded for future use as part of CIM Academy (see below for details). The "dry-run" schedule will be sent in early April.
- **On-Demand:** The format of the on-demand presentation allows for a 20-minute presentation. All presentations are to be "pre-recorded" and presented in this format. We ask that you record your presentation by **April 12<sup>th</sup>** at the latest and upload your photo.

- Schedule is yet to be finalized for semi-live and live panel. An email specifying the presentation date/time and your requested presence for the chat Q&A session will be sent to each presenter on **March 19<sup>th</sup>**, 2021.

### **PPT presentation and photo**

- Please upload by **April 12<sup>th</sup>**, <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=eM3DHPb>

### **Recording of presentation**

- All Presenters must record their presentations online before **April 12<sup>th</sup>** for the virtual sessions at <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=eM3DHPb>. The recording will be done through the same site where you uploaded your abstract. It is an easy process with a chance to view your recording and edit or delete and record again.
- Tutorial in annex A for more details

### **Registration**

Presenters must register before **April 2** in order to guarantee the presenter's place in the program schedule. Registration will open the first week of February.

<https://convention.cim.org/2021/en/register/register/>

## **2. Instructions for preparing your presentation**

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: widescreen 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.

### 3. 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:

#### BACKGROUND SETUP

- Choose a small room. Avoid big spaces with high ceilings that will make the sound echo.
- Also avoid a room with many windows.
- Depersonalize your environment shown on camera and make sure not to have any object that will distract the viewer from your presentation. Have a clean and simple background.

#### CAMERA SETUP

- Make sure that your laptop camera (or other webcam) is at a height that is eye-level with you. Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. 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.
- Be mindful for barking dogs, slamming doors or any other distracting noises that might occur.

#### INTERNET CONNECTION

- If using a Wi-Fi connection, have your laptop or computer as close as possible to the router.
- Make sure you have enough bandwidth (a connection of at least 10 Mbps download/upload speed is required. You can test your connection at: <https://fast.com>)
- Close unnecessary tabs and open applications which can slow down your computer and drain resources. Have other members of the family close their devices (to avoid uploads/downloads) while you record or are live.

## WHEN RECORDING

- Unless your appearance or background is very inappropriate or distracting, turn ON your video. Video is crucial in building trust and engagement in virtual. Looking at the camera makes the audience feel like you're really talking to them.
- Don't use background music and don't talk too fast (or too slow). Be dynamic, keep the audience engaged. Watch out for too many ums and ers.

## 4. CIM Academy / Recording Authorization

The CIM Academy (<https://academy.cim.org/>) is a major educational platform where all CIM content is made available by event and structured by topics. Users can obtain a personalized certificate of completion on each presentation viewed if they view the complete lecture.

The access is restricted to members and/or available at a discount fee. Non-members can purchase an access to the complete webcast of events or à-la-carte presentations.

If you agree to have your presentation featured in the Academy, please fill the [Authorization form](#) (Annex B) and upload it here:

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=eM3DHPb>

## 5. Instructions for preparing your technical paper

A Technical Paper is not mandatory for the CIM convention, but highly recommended. Technical Papers submitted by the authors will be published in the CIM Technical Paper Library and OneMine approximately 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.

The [Copyright form](#) (Annex C) must be filled, signed and uploaded by **May 02** (at the same time of your Technical Paper) <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=eM3DHPb>

### 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 centered. 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, 2<sup>nd</sup> 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.

**Copyright**

Copyright and first publication rights are strictly reserved by the Canadian Institute of Mining, Metallurgy and Petroleum.

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.

# Annex A

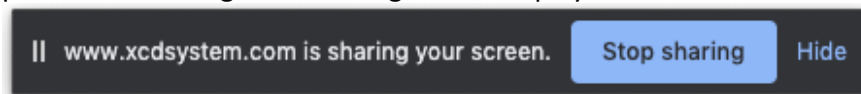
## Tutorial for presenters to record their presentation

### CIM 2021 Convention / Virtual Event

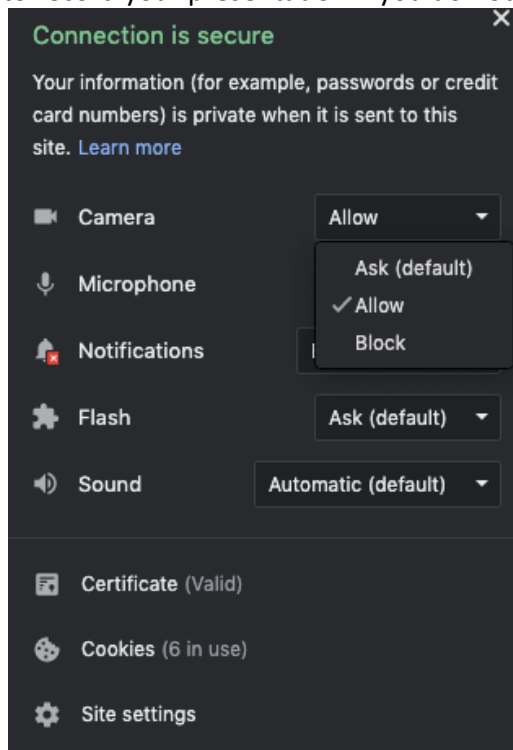
### May 3 to 6, 2021

#### GENERAL TIPS:

Use Google Chrome to record your presentation. Using Google Chrome will allow you to STOP the presentation using their floating screen display control:



Make sure that you give the webpage access to your microphone and camera. You will not be able to record your presentation if you do not give the browser access to your microphone.



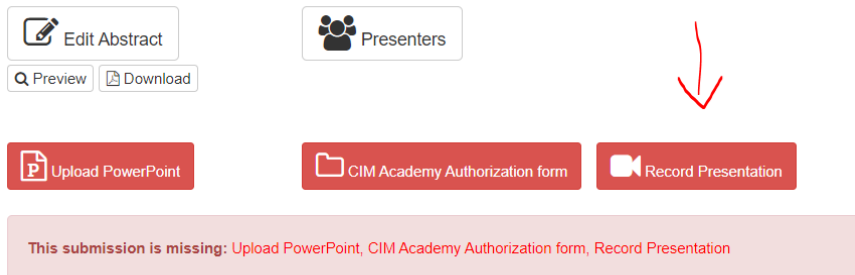
- Close unnecessary tabs and open applications which can slow down your computer and drain resources. This can affect the quality of your video recording.
- Remove anything that is hovering over your shared application screen.
- Refrain from excessive mouse movements, clicking, and typing if not necessary.

## GETTING STARTED:

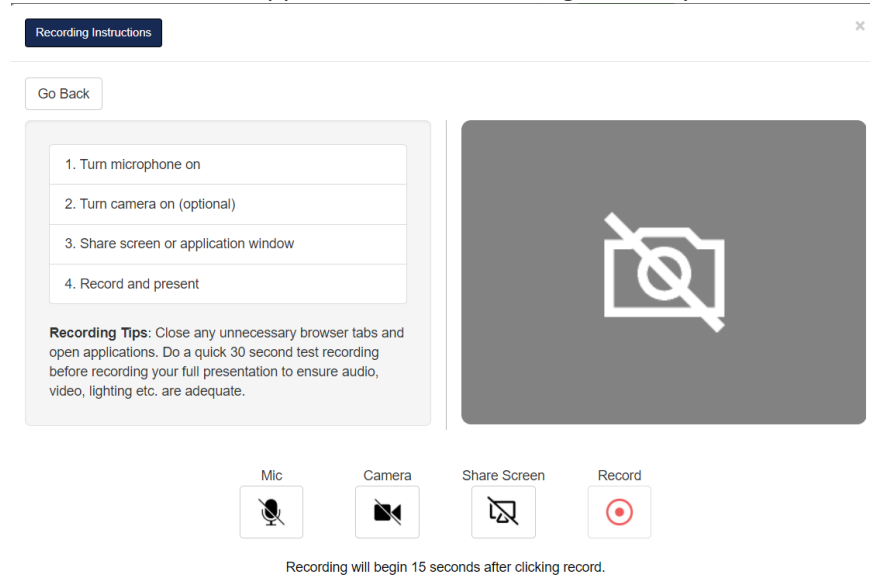
Log in to your conference speaker portal:

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=eM3DHPb>

Find your abstract/presentation and click the Record Presentation button



A new window will appear and have a small guide for you to follow



## PREPARE YOUR PRESENTATION:

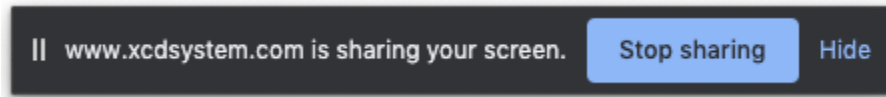
- Turn your microphone on
- Speak out loud, and ensure that the microphone icon switches to a moving audio GIF to confirm microphone is on and detected
- Turn camera on
- Make sure your face is well lit, and you are in a quiet environment
- Make sure you are centered in your video screen and that you are in a comfortable position
- Avoid bright lights and windows behind you
- Share screen or application window
- When you are ready, click "Record"
- There will be a 15 second delay, and audio cues to prompt you before the recording begins
- It is a good idea to run a quick 30-60 second test recording to familiarize yourself with the recording platform. You can easily delete and re-record after recording the test



**RECORDING:**

You will not see your video during your presentation, but it will be recording behind the scenes. When you are finished presenting, return to the recording platform tab and click the red STOP button.

If you are using Google Chrome, you can also stop the recording by clicking the floating “Stop Sharing” button next to *www.xcdsystem.com is sharing your screen*.

**PUBLISHING:**

Your video will appear for you to preview.

If you are happy with the video, click the green checkmark “Save & Upload”

If you are NOT happy with it, you can click the red X to “Discard and re-record” and repeat steps above.

# Annex B

## CIM ACADEMY PUBLISHING AUTHORIZATION FORM

**PUBLISHING OF EDUCATIONAL MATERIAL/ ACTIVITY:** CIM 2021 Convention / Virtual Event - May 3 to 6, 2021

**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")

1. I, the Contributor, agree to submit an Educational Material/Activity entitled "\_\_\_\_\_ " to be publicly published, reproduced, transmitted and distributed by CIM and/or its Designee online, on mobile devices or on site on digital displays. This Educational Material/Activity may include, charts, slides, drawings, photographs, texts, illustrations, summaries, outlines, video files, videos of myself, voiceovers and other materials (all of which shall be referred to as the "Educational Material").

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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.]*

4. I acknowledge and agree that CIM and/or its Designee have no obligation to publish, or to continue to display the Educational Material or any portion thereof.

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.

6. I acknowledge that, because neither CIM nor its Designee will be making any changes in the substance of the Educational Material, except for necessary technical manipulations and language changes required for accurate translation, neither I nor anyone acting on my behalf shall hold CIM nor its Designee liable for any claims, actions or damages resulting from the publication, viewing or use of the Educational Material provided for under this Publishing Authorization.

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.

I would like to be given access by e-mail to review the Educational Material at least 72h prior to its publication

Yes

No

# Annex B

## 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 discussion forum related to my Educational Material

Yes

No

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

Yes

No

### Content to be hidden from the publishing of the Educational Material/Activity

	Section/Slide/Ref Number	Section/Slide/Ref Title	Section/Slide/Ref Content
#1			
#2			
#3			
#4			
#5			

Please disclose anything that may be relevant to this content.

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Identify 2 topics related to this presentation (needed for the Academy search engine)

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

And I have signed this Publishing Authorization in \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

The Authorization form must be filled, signed and uploaded by May 02, 2021  
<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=eM3DHPb>



## Annex C

COPYRIGHT FORM FOR A TECHNICAL PAPER  
CIM 2021 Convention, May 3 to 6, 2021

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 virtual CIM 2021 Convention, May 3 to 6, 2021.**

**By agreeing to give this paper, I am granting a perpetual license to the CIM to reproduce and/or publish all materials associated with my paper.**

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: \_\_\_\_\_

The Copyright form must be filled, signed and uploaded by **May 02** (at the same time of your Technical Paper) <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=eM3DHPb>