

Guidelines for Authors and Presenters

CIM 2022 Convention

Hybrid Technical Program

May 1 to 4, 2022

Vancouver Convention Centre – West Building
Vancouver, BC, Canada

The technical program of the 2022 convention must adapt to our new reality. We want to share your knowledge with as many people as possible. With this in mind, the technical program will be available in a hybrid version. The technical program will be presented in-person with the presenters at the Vancouver Convention Center as well as in the form of a pre-recorded video on the virtual platform. The virtual side will reach more participants who are not able to travel to Vancouver and in-person participants to see recorded presentations on the virtual platform that are being presented simultaneously at the convention center.

We will ask all presenters to record their presentation 3 weeks prior to the conference. After the conference, the video presentations will be transferred to the CIM Academy, our online learning site. Signing of a publication authorization form for the CIM Academy will be required.

KEY DATES:

March 14: Email sent to presenters to confirm day/time of requested presence online

March 25: Presenters' registration deadline

April 8: Presentation recording deadline

May 01: Technical paper upload deadline (not mandatory)

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For any information, you may contact the CIM Convention Planner, Chantal Murphy at cmurphy@cim.org

1. Important information with deadlines

- The format of the conference allows for a **20-minute** presentation and a five-minute 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.
- Slide layout: widescreen 16:9 aspect ratio
- An email specifying the presentation date and time will be sent to each presenter on **March 14, 2022**.
- All presenters must record their presentations in the technical program system by **April 8, 2022** for the virtual platform.
- Presenters who accept their presentations to be on the CIM Academy after the conference, must sign the authorization form before **April 8, 2022**.
- Presenters must register at the conference before **March 25, 2022** in order to guarantee the presenter's place in the program schedule. A preferential registration fee is set for presenters. Registration may be done online at <https://convention.cim.org/2022/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 25, 2022** if special audio-visual equipment is required.
- For presenters who prepare a technical paper (not mandatory), the paper must be submitted online before **May 1, 2022** with the signed the copyright form.
- **Onsite:** Presenters must attend the meeting **on the day of their presentations in the room where they present** – in order to upload your presentation in the computer and to meet with the session chair and align.

AM Presenters

Monday from 10:15 to 10:45
Tuesday and Wednesday from 09:45 to 10:15

PM Presenters

Monday to Wednesday from 13:15 to 13:55

- **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.

Link to the Technical Program Management System

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

- **To do updates on your profile, abstract, co-authors, biography, presenter's photo**
- **To do the recording of your presentation**
- **Upload authorization form for the Academy**
- **Upload technical paper**

2. Instructions for preparing your presentation

The format of the conference allows for a **20-minute** presentation, and a five-minute 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.

- 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 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.

For the virtual platform and the CIM Academy, please record your Presentation by April 8, 2022

Recording presentation can be done directly in the technical program system.

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

3. Instructions for preparing 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 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 Joint Copyright must be signed and return to CIM by **May 1, 2022** at the same time you upload your Technical Paper online:

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

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.

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.



**COPYRIGHT FORM FOR TECHNICAL PAPER
for the CIM 2022 Convention
May 1 to May 4, 2022, Vancouver, BC, 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 2022 Convention, taking place in Vancouver from May 1 to May 4, 2022.

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: _____

PLEASE SEND BY EMAIL TO CMURPHY@CIM.ORG BEFORE MAY 1, 2022

4. CIM Academy

The CIM Academy, our online learning site, is a major educational platform. CIM Academy has all the video content from conference presentations, workshops, webinars and more. With topics like mining operations, innovation and technology and metallurgy and materials, CIM Academy covers the most important topics in the industry.

Presenters who accept to be on the CIM Academy, must record their presentations and sign the authorization form before **April 8, 2022**.

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

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 1040, 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.

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

5. SAFETY & SECURITY AT THE VANCOUVER CONVENTION CENTRE

MEDICAL EMERGENCIES

In the event of a medical emergency, the facility's fully trained first aid attendants are the first responders in a coordinated procedure with the City's fire and emergency agencies. Dial 7500 from any Vancouver Convention Centre house phone, or alert any Vancouver Convention Centre staff of the need for emergency first aid. Calls can be made from an outside line or cell phone by dialling 604 647 7500. Our first aid attendants will respond immediately and will further contact external emergency agencies as needed. The facility is equipped with defibrillators and first aid personnel are fully trained to use them.

FIRE EMERGENCIES

The facility is divided into zones and each zone is fully equipped to detect and contain smoke and/or fire. An intermittent alarm tone will sound at the first sign of a problem and is considered a "first-stage" alarm, which the facility refers to as a "stage one alarm." When there is a "stage one alarm" no action is immediately necessary. It means all individuals are to standby for further instructions from the public address system.

In almost all cases, the cause of the problem is identified and rectified at this point (usually in 1 – 4 minutes). The alarm will stop sounding, and activity can proceed as usual. In the rare case that a problem goes beyond a stage one alarm, the alarm changes into a building-wide, continuous alarm tone known as a "stage two alarm". This stage is accompanied by instructions over the public address system, and may include evacuation instructions.

EVACUATION

If for any reason the facility or one part of the facility must evacuate, instructions will be given via the facility's public address system. Once the announcement is made, please exit quickly but calmly following the directions of the public announcement and of Vancouver Convention Centre staff in the area. If possible, take staff and attendee lists and proceed to the appropriate "muster station" where Vancouver Convention Centre staff will be positioned. Please remain at this location until Vancouver Convention Centre staff advises that it is safe to return to the facility.

COVID protocol will be added soon