

Instructions for Presenters

CIM CONNECT 2025 - Technical Program

May 4 to May 7, 2025

Montréal Convention Centre
Montréal, QC, Canada

Thank you sincerely for dedicating your valuable time to share your knowledge with us. You are the pulse of the conference, and we appreciate your participation and willingness to share your experience and best practices with fellow CIM family members.

FOR YOUR INFORMATION

- The technical program will be presented in-person at the Montréal Convention Centre. No virtual presentations.
- Presenters must register for the conference and pay the presenter fee.
- We kindly ask presenters to focus their presentations on content and to avoid any product or company promotion (no marketing presentations).
- We request presenters to record their presentations for the conference video library, available after the event and on the CIM Academy platform. The signing of a publication authorization form for the CIM Academy will be required.

KEY DATES:

March 21: Email sent to presenters to confirm day/time of your presentation in the program

March 28: Presenters' registration deadline

May 3: Upload PowerPoint Presentation and/or presentation recording deadline (not mandatory)

May 3: Technical paper upload deadline (not mandatory)

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For any information, you may contact the Conference Planner, Anne-Claude Michellod at acmichellod@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.
- Slide layout: **widescreen16:9 aspect ratio**
- An email specifying **the presentation date and time** will be sent to each presenter on **March 21, 2025**.
- Presenters must register at the conference before **March 28, 2025**, 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/register/>
- We ask presenters to either **record their presentation** directly in the technical program system or upload the video presentation by **May 3rd, 2025**, for the video library available after the conference and for the CIM Academy.
- Please ensure that you upload your **PowerPoint (PPT)** presentation by **May 3rd, 2025** for the library (not for onsite presentation).
- Presenters who accept their video presentations to be on the CIM Academy after the conference, must sign the authorization form before **May 3rd, 2025**.
- An LCD projector and a computer will be available in each meeting room. The computer will have the ability to play a video with sound in your PPT presentation. Please contact Anne-Claude Michellod at acmichellod@cim.org before **March 28, 2025**, if special audio-visual equipment is required.
- For presenters who prepare a technical paper (not mandatory), the paper must be submitted online before **May 3rd, 2025**, with the signed copyright form.
- **Onsite:** We ask presenters to be in the room where they will present **20 minutes** before the session starts. This allows time **to upload their presentations to the computer** and to meet with the session chair for alignment.

Link to the Technical Program Management System

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=g0YQOIk>

- Update your profile, abstract, co-authors, biography, and presenter's photo.
- Record your presentation or upload the presentation video.
- Upload the authorization form for the CIM Academy.
- Upload the technical paper and the Copyright form.

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 color scheme used on the main title to the content 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 having slides in English.

For the Conference Video Library and for the CIM Academy, please record your presentation by May 3rd, 2025.

Recording presentation can be done directly in the technical program system or you can upload the video presentation. <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=q0YQOIk>

Tutorial for presenters on how to record your presentation on page 10.

3. Instructions for preparing Technical Paper (not mandatory)

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 3rd, 2025** at the same time you upload your Technical Paper online:

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=q0YQOIk>

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.

Canadian Competition Act

Please be aware that recent changes to Canada's Competition Act have been made and include provisions that could potentially expose businesses making claims about the environmental and social benefits of their products and services to legal action. It is the responsibility of the author to ensure compliance with this legislation.

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 CONNECT 2025
May 4 to 7, 2025, 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 CONNECT 2025, taking place in Montréal from May 4 to May 7, 2025.

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 UPLOAD THE SIGNED FORM INTO THE SYSTEM BY MAY 3RD, 2025
<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=q0YQOIk>

4. Conference Library & CIM Academy (not mandatory)

We kindly request presenters to contribute to the post-conference experience by either recording their presentations directly in the technical program system or uploading the video presentation by **May 3rd, 2025**. While this is not mandatory, we highly value and appreciate your participation in creating a comprehensive video library. This library will be made available after the conference, serving as a valuable resource for all participants and extending the reach of your insights beyond the event itself.

Your willingness to share your presentation in video format enhances the accessibility and educational impact of the conference materials. By having presentations readily available through the video library, participants who may have missed certain sessions or those looking to revisit key content will have the opportunity to engage with the material at their own pace. We thank you for considering this request and recognize the valuable contribution you make to the lasting impact of the conference.

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 **PUBLISHING AUTHORIZATION FORM** before **May 3rd, 2025**.

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

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

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.

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

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

And I have signed this Publishing Authorization in _____ this _____ day of _____ .

Signature: _____

Name: _____

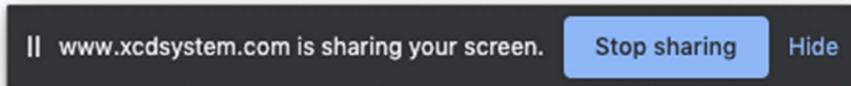
Email: _____

Tutorial for presenters to record their presentation

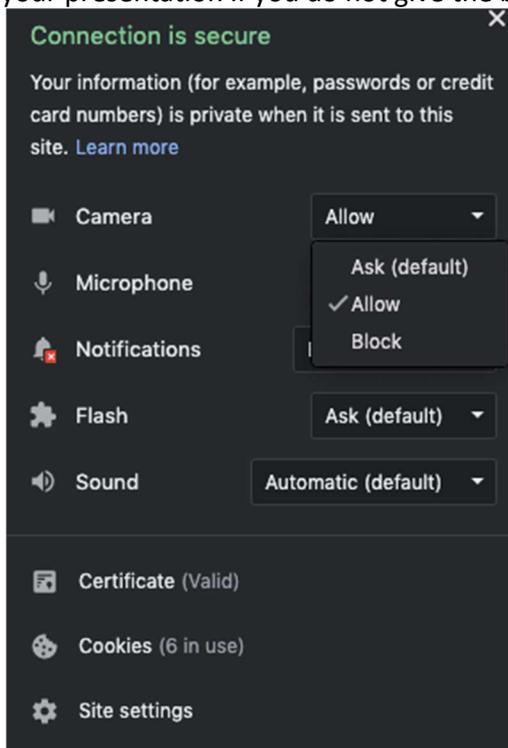
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GENERAL TIPS:

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:

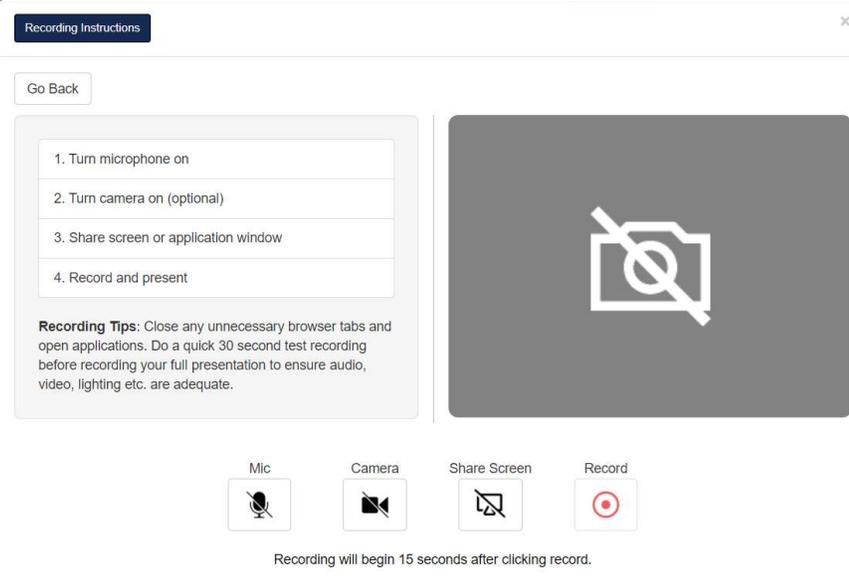
<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=g0YQOIk>

Put your username and password.

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:

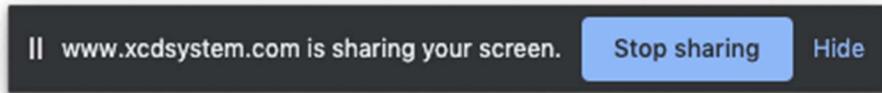
- Turn your microphone on
- Speak out loud, and ensure that the microphone icon switches to a moving audio GIF to confirm microphone is on and detected
- Turn camera on
- Make sure your face is well lit, and you are in a quiet environment
- Make sure you are centered in your video screen and that you 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.