



CAPITAL PROJECTS SYMPOSIUM

MARCH 27-29, 2022 | MARRIOTT DOWNTOWN TORONTO

PRESENTER'S GUIDELINES

We're honoured to have you as a presenter for this second edition!

For any information, feel free to contact the symposium chair, Pierre Julien at pierre.julien@draglobal.com or the CIM Convention Planner, Guylaine Richard at grichard@cim.org at any time.

KEY DATES:

February 14: Abstract submission deadline

February 28: Registration deadline

March 17: Email sent to presenters to confirm day/time of presentation

March 17: PPT upload deadline

March 20: Recording of presentation deadline

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1. IMPORTANT INFORMATION / DEADLINES

- **Presenters:** The format of the symposium allows for a 20-minute presentation, followed by a 5-minute Q&A session. In the event where you can't present in person, we ask that you record your presentation by **March 17th** at the latest.
- **Keynotes:** The format of the symposium allows for a 30-minute presentation, followed by a 10-minute Q&A session.
- Schedule is yet to be finalized. An email specifying the presentation date/time will be sent to each presenter/keynote on **March 17th**.
- An LCD projector and a computer will be available in the meeting room. Please contact Guylaine Richard at grichard@cim.org before **February 14th** if special audio-visual equipment is required.

- Presenters are requested to show up 15 minutes before the session starts to upload their PPT presentation in the computer.
Power Point presentations uploaded on the website will not be used for onsite presentation as we understand they change until the last minute.

Abstract submission

- Please submit your abstract by **February 14th**
<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=HtCBq17>
- Also, prepare to provide a short biography and a picture

PPT presentation

- Please upload by **March 17th**
<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=HtCBq17>
- The objective is to gather all scheduled presentations and populate the CIM technical library. A benefit to CIM members and an invaluable knowledge bank for your industry peers.
- We will not use this PPT for your presentation. You must have a copy with you.

Recording of presentation

- All presenters must record their presentations online before **March 20th** for the CIM Academy and/or virtual presentations at:
<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=6Diqr5V>
- The recording is done through the same site where your abstract will be uploaded. It is an easy process with a chance to view your recording, and edit or delete and record again

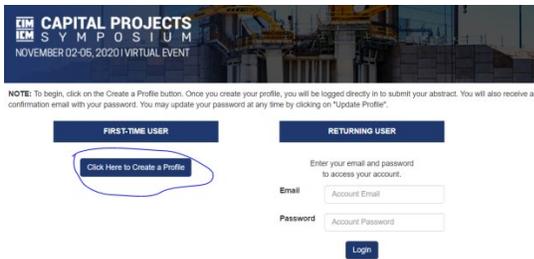
Registration

Conferences rely on registration fees from all categories of attendees for financial sustainability. This means that all conference participants, including members of the Organizing Committee, Session and Stream Chairs, as well as Presenters, must pay the registration fees set for their category. Presenters must register before **February 28th** in order to guarantee the presenter's place in the program schedule. A preferential registration fee is set for presenters and session chairs in recognition of their special contribution to the conference. Registration may be completed online here: <https://www.xcdsystem.com/cim/attendee/index.cfm?ID=v6cAPDb>

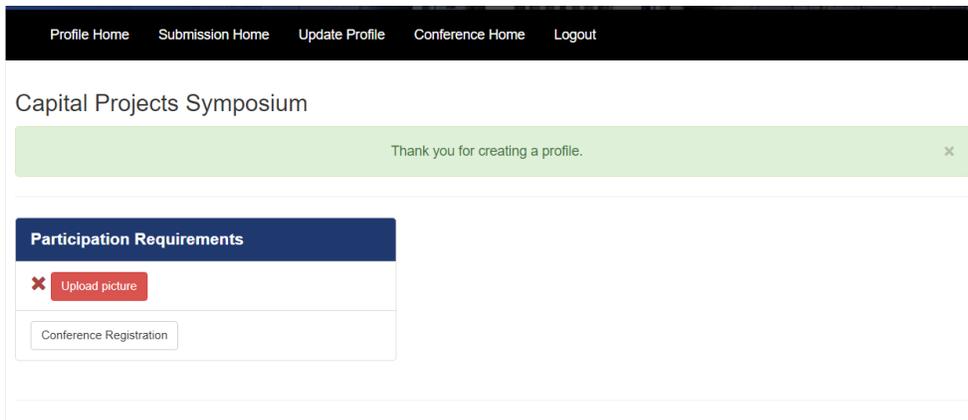
2. HOW TO SUBMIT AN ABSTRACT

Step 1: If you are a first-time user, please create a profile.

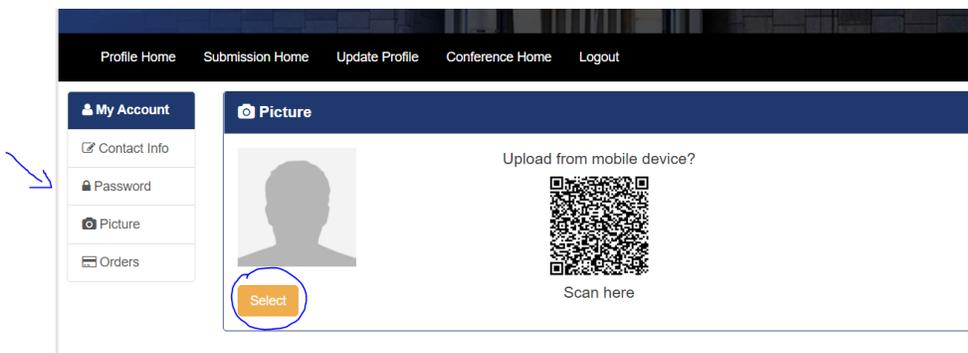
You will automatically be logged in after you create a profile. By default, your password will be the same as your email address. You can change it later in My Account option.



Step 2: After creating a profile, you will be asked to upload a picture:



If you want, you can change your password here:



Step 3-1: Once your picture is uploaded, you are ready to submit your abstract. Click on Submission home.

Profile Home Submission Home Update Profile Conference Home Logout

Profile picture updated.

My Account

- Contact Info
- Password
- Picture
- Orders

Picture

Upload from mobile device?




Scan here

Select

Step 3-2:

CIM CAPITAL PROJECTS SYMPOSIUM
NOVEMBER 02-05, 2020 | VIRTUAL EVENT

Profile Home Submission Home Update Profile Conference Home Logout

Capital Projects Symposium

NEW ABSTRACT
Click Here to Start

Participation Requirements

- Upload picture

NOTE: Primary Presenters have read/write access.
Co-Presenters have read only access.
No submissions currently exist.

Once submitted, you will receive a confirmation by email. This is where you can add co-presenters, upload your PPT, the CIM Academy authorization form and record your presentation (button coming)

Edit Abstract Presenters

Upload PowerPoint CIM Academy Authorization form

This submission is missing: Upload PowerPoint, CIM Academy Authorization form

Add/Edit Presenters

3. HOW TO PREPARE YOUR POWERPOINT PRESENTATION

Presenters are requested to show up in the session room at least 15 minutes before the session starts to upload their presentation on the computer.

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: 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 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.

4. 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:

CAMERA SETUP

- Make sure that your laptop camera (or other webcam) is at a height that is eye-level with you. 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.

5. CIM ACADEMY / RECORDING AUTHORIZATION

The CIM Academy (<https://academy.cim.org/>) is a major educational platform where all CIM content (past conferences presentations, workshops, webinars and more) is made available by event and structured by topics. With themes like mining operations, innovation and technology and metallurgy and materials, CIM Academy covers the most important topics in the industry.

For professional development purposes, users can obtain a personalized certificate of completion on each presentation viewed if they view the complete lecture.

If you agree to have your presentation featured in the Academy, you must record your presentation and sign the authorization (Annex A) form before **March 20th**.

Please return your [Authorization form](#) either by email at griehard@cim.org or by uploading it here: <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=6Diqr5V>

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

6. SAFETY & SECURITY AT THE MARRIOTT DOWNTOWN – COVID-19 PROTOCOL

Per Government of Ontario Regulations, guests will require proof of vaccination for our hotel for access to: The Concierge Lounge, Trios Restaurant and Bar, Fitness Centre, Swimming Pool, Meetings and Events.

Guests will be required to provide Proof of Vaccination upon entry (or re-entry) each day for each outlet they visit and asked to wear a mask at all times, except when eating or drinking.

The hotel will not accept a negative Covid-19 test alone for entry into these outlets.

Fully Vaccinated is considered 14 days after a second dose and in Ontario, we will require the 2nd Vaccine Receipt along with Gov't Photo ID.

For more information in regard to Proof of Vaccination, please visit the website attached:
<https://covid-19.ontario.ca/proof-covid-19-vaccination>

Annex A

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.

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 _____, 2022.

Signature: _____

Name: _____

Email: _____

The Authorization form must be filled, signed and received by March 20, 2022

Send to: griehard@cim.org or

Upload: <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=HtCBq17>