

## **GUIDELINES FOR AUTHORS / PRESENTERS CIM 2020 CONVENTION**

May 3 to 6, 2020  
Vancouver Convention Centre – West Building  
Vancouver, BC, Canada

What would we do without our valued Authors/Presenters! You are the pulse of the conference and we appreciate your participation and willingness to share your knowledge, experience and best practices with fellow CIM family members.

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For any other information, presenters may contact either their session chairperson or the CIM Convention Planner, Chantal Murphy at [cmurphy@cim.org](mailto:cmurphy@cim.org).

## 1. Important information with deadlines

- The format of the conference allows for a **20 minutes** presentation and a five minutes 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 20, 2020**.
- Presenters must register before **March 27, 2020** in order to guarantee the presenter's place in the program schedule. A preferential registration fee is set for authors/presentation. Registration may be done online at <https://convention.cim.org/2020/en/register/register/>
- An LCD projector and a computer will be available in each meeting room. Please contact Chantal Murphy at [cmurphy@cim.org](mailto:cmurphy@cim.org) before **March 27, 2020** if special audio-visual equipment is required.
- If your presentation is accepted for video recording, you must sign and upload the authorization form before **March 27, 2020** at <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=4LJ9j6Z>
- Technical Paper (not mandatory) or PowerPoint presentations must be submitted online before **May 3, 2020** at <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=4LJ9j6Z>  
Power Point presentations uploaded on the website will not be used for onsite presentation as we understand they change until the last minute.
- If you submit a Technical Paper, you must complete the Copyright form at the end of this document and email to CIM by **May 3, 2020**.
- **Onsite:** Presenters must attend the meeting **on the day of their presentations in the room where they present** – in order to upload their presentation in the computer and to meet with their session chair and align. We will not use the Power Point presentation uploaded in the system.

<b>Monday AM Presenters</b>	<b>from 10:00 to 10:30</b>
<b>Monday PM Presenters</b>	<b>from 13:30 to 14:00</b>
<b>Tuesday and Wednesday AM Presenters</b>	<b>from 09:15 to 09:45</b>
<b>Tuesday and Wednesday PM Presenters</b>	<b>from 13:30 to 14:00</b>

- **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.

## 2. Instructions for preparing your presentation

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

### **Upload your Power Point Presentation by May 3, 2020**

PowerPoint presentations submitted by the presenters through this link

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=4LJ9j6Z> will be published in the CIM Technical Paper Library 5 weeks post-conference (not to be used for onsite presentation).

### 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 3, 2020** at the same time you upload your Technical Paper online:

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=4LJ9j6Z>

#### **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, 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.



**COPYRIGHT FORM FOR TECHNICAL PAPER  
for the CIM 2020 Convention  
May 3 to May 6, 2020, 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 2020 Convention, taking place in Vancouver from May 3 to May 6, 2020.**

**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](mailto:CMURPHY@CIM.ORG) BEFORE MAY 3, 2020**

#### 4. CIM Academy and Future Mobile Learning Apps

The CIM Academy is a major educational platform where all CIM content is available and structured and where viewers are able to obtain a personalized certificate of completion on each presentation viewed as long as they fill out the evaluation form after viewing the complete lecture.

The access is restricted to members however others will be able to purchase an access to the complete webcast of the events.

Therefore yes, anyone who would like to access the content will be able to do so, however they may have to purchase an access to the complete event webcast or use a sponsored access to view lectures.

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

**Please upload your filled and signed form here:**

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=4LJ9j6Z>





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](mailto: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.

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.