

Guidelines for Authors and Presenters

MEMO 2022 / Virtual Technical Program

February 7 to 9, 2022

We're honored to have you as a presenter for our upcoming virtual MEMO 2022!

For the first time, MEMO technical program is virtual and 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 conference.

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

KEY DATES:

December 10, 2021: Email sent to presenters to confirm day/time of requested presence online

January 7, 2022: Presenter's registration deadline

January 21, 2022: Presentation recording deadline

February 7, 2022: 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 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 or live during your presentation. We ask that you record your presentation by **January 21** 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 January.
- **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 **January 21** 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 Q&A session will be sent to each presenter on **December 10, 2021**.

Registration

Presenters must register before **January 7, 2022**, in order to guarantee the presenter's place in the program schedule. Registration will open in October 2021. <http://memo2022.cim.org>

Upload photo

- Please upload your photo by **January 21, 2022**,
<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=i9NVr6y>

Recording of presentation

- All Presenters must record their presentations online before **January 21, 2022**, for the virtual sessions at <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=i9NVr6y>. 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

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: widescreen16:9 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=i9NVr6y>

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 4 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 **February 7, 2022** (at the same time of your Technical Paper) <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=i9NVr6y>

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, 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.

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