Guidelines for Authors and Presenters
SYMPOSIUM 2021 ON MINES AND THE ENVIRONMENT

We're honored to have you as a presenter for our upcoming Symposium!

For the first time, the Symposium is virtual 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 symposium.

For any information, you may contact the Symposium Planner, Melanie Gauthier at mgauthier@cim.org

KEY DATES:

April21: Email specifying the presentation date/time and the requested presence for the chat Q&A session
May 7: Presenter's registration deadline
May 14: Presentation recording and PPT upload deadline

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1. IMPORTANT INFORMATION WITH DEADLINES

PPT presentation and photo

• Please upload by **May 14th,**
https://www.xcdsystem.com/cim/abstract/index.cfm?ID=6TfLBaU

Recording of presentation

All Presenters must record their presentations online before **May 14th** for the virtual sessions at **https://www.xcdsystem.com/cim/abstract/index.cfm?ID=6TfLBaU** 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.

- **Semi-Live**: The format allows for a 20-minute presentation (30-minutes for keynotes), and a 10-minute Live chat Q&A. 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 Live Q&A after your presentation.
- **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/files/Rouyn%20Symposium-academy-authorization-form.pdf

Annex A
Tutorial for presenters to record their presentation
SYMPOSIUM 2021 ON MINES AND THE ENVIRONMENT

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:
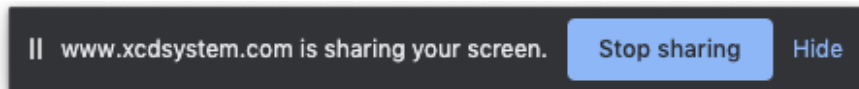
Make sure that you give the webpage access to your microphone and camera. You will not be able to record your presentation if you do not give the browser access to your microphone.
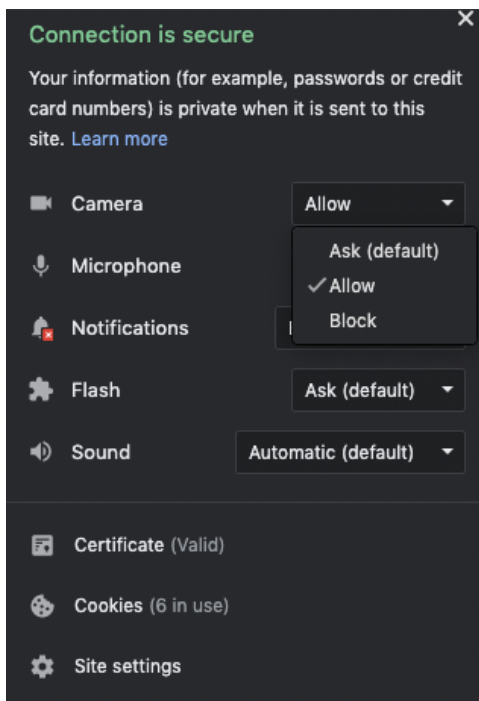
- Close unnecessary tabs and open applications which can slow down your computer and drain resources. This can affect the quality of your video recording.
- Remove anything that is hovering over your shared application screen.
- Refrain from excessive mouse movements, clicking, and typing if not necessary.

GETTING STARTED:

Log in to your conference speaker portal:
https://www.xcdsystem.com/cim/abstract/index.cfm?ID=6TfLBaU

Find your abstract/presentation and click the Record Presentation button
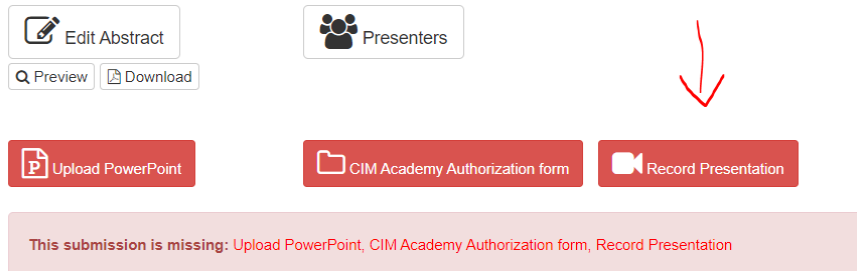
A new window will appear and have a small guide for you to follow
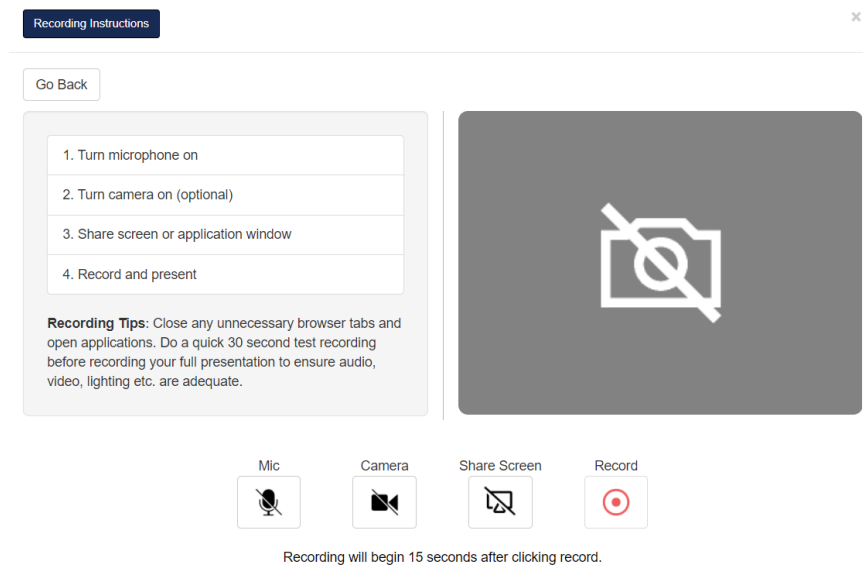
PREPARE YOUR PRESENTATION:

- 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.

Annex B
CIM ACADEMY PUBLISHING AUTHORIZATION FORM

PUBLISHING OF EDUCATIONAL MATERIAL/ ACTIVITY: Symposium 2021 on mines and environment

ON: CIM ACADEMY AND FUTURE MOBILE LEARNING APPS

FOR: Canadian Institute of Mining, Metallurgy and Petroleum (hereinafter, referred to as: "CIM")

BY: MULTILEARNING Group Inc., as CIM's designee (hereinafter, referred to as: "its Designee")

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And I have signed in _____this ___ day of _____ 2021.

Signature: _____

Name: _____ Email:_____