



QMÉ
Québec Mines+Énergie

SPEAKER'S GUIDE



Photo : Roch Thérioux for MERN

**NOVEMBER
19-22, 2018**

**Québec City
Convention Centre**

IMPORTANT DATES

Speakers

Date	Tasks	Persons in charge
Before August 10	Submission of the conference title, list of authors and speaker's photo, see page 3	Marie-Eve Lagacé Marie-Eve.Lagacé@mern.gouv.qc.ca Phone: 418-627-6269, ext. 5284
Before October 30	Submission of abstracts (400 words), see page 4	
Before October 19	Submission of speakers' biography, see page 5	
Before November 9	Submission of slide presentations (Power-Point files), see page 4	
November 20, 21 and 22	8:00 a.m. - Information meeting, room 301-AB	

PROGRAM COMMITTEE

The Program Committee's role is to establish session topics and appoint session chairs.

It suggests titles and topics for conference sessions and also for the plenary sessions that will form the core elements of the Congress program. The Committee identifies two chairs for each session, and takes steps to ensure that both confirm their presence. It then provides the chairs with the information they need, and answers any question they may have during the process. Every member of the Program Committee will chair at least one conference or plenary session.

Composition of the Québec Mines + Énergie 2018 Program Committee:

- Andrea Amortegui (MERN)
- Mona Baker (MERN)
- Marie-Eve Lagacé (MERN)
- Julie Levesque (MERN)
- Jean-Yves Labbé (MERN)
- James Moorhead (MERN)
- Patrice Roy (MERN)
- Robert Thériault (MERN)

SPEAKERS

All speakers should have submitted to their session chairs the following documents by the dates indicated below.

Submitted before August 10, 2018

Title, Author(s), Co-authors and Affiliation

Speakers must submit by email the final title of their conference, the name of the authors, co-authors (if applicable) their affiliation and their contact information.

Photo

Each speaker is asked to send a photo of himself or herself to the session chair. The photo will be in the program on the website, and may also be used to promote the conference.

Submitted before October 30, 2018

Conference Abstracts

Speakers must submit abstracts of their presentations. The abstracts will be published in both French and English on the Québec Mines + Énergie 2018 website, and in the document entitled Abstracts of oral presentations and posters. Québec Mines + Énergie 2018 will translate the abstracts, although authors are free to submit their abstracts in both languages if they so wish.

- Language used: French or English
- Recommended software: Microsoft^{MD} Word
- Font: Times New Roman, 10 points
- Text: Full page, 8½" x 11" (do not use columns)
- Number of words: No more than 400 (abstracts of more than 400 words will be returned to their authors for shortening)

Word count: To count the number of words in an abstract, we suggest you use the Word Count function in Microsoft^{MD} Word.

Corresponding Titles

Speakers must ensure that the title shown on their abstract is the same as the definitive title previously submitted to the Congress organizers.

Authors

Authors' surnames and first names are followed by their affiliations, in brackets, in the form of acronyms where possible.

Example

James Moorhead, Jean-Yves Labbé (MERN), Michel Jébrak (UQAM), Jean H. Bédard and Pierre Brouillette (CGC-Q)

Submitted before October 19, 2018

Biography

Speakers must ensure that their session chair has the information they need to introduce them properly. Introductory information, in the form of a summary, must be provided by **October 19, 2018**.

PRESENTATION

Submitted before November 9, 2018

Slide Presentations

All slide presentations will be checked to help reduce the number of problems during projection. We ask speakers to submit their slide presentations (PowerPoint files) as soon as possible. The slide presentation files will also be used by the simultaneous interpretation team to prepare for the conference.

If problems are identified in a presentation, the Organizing Committee will contact the speaker immediately and the two parties will agree on the corrections required and how they will be made.

Note: Because the session timetable is so full, we will be projecting all presentations from a single computer.
Please note that you will NOT be able to connect your personal computer to the conference room's projection system.

Recommended Fonts

Arial, Chaloult, Helvetica, Times, Times New Roman.

Visual Signature

Speakers making presentations on behalf of the MERN must place the MERN signature at the bottom right-hand corner of each slide. Other speakers may use their own visual signatures. (www.intranet/piv/gabarits-qd.asp#power)

Submission of Slide Presentations

PowerPoint files of less than 30 MB may be sent by email or submitted by an FTP website, Hightail, Wetransfert or Dropbox. Please contact Yan Carette for instructions on the use of FTP sites.

PowerPoint files must be sent no later than **November 9, 2018** to:

Yan Carette
Direction de la promotion et du soutien aux opérations
Ministère de l'Énergie et des Ressources naturelles
Phone: 418-627-6269, ext. 5113
Email: Yan.Carette@mern.gouv.qc.ca

In exceptional cases, minor changes may be made to slide presentations after November 9, 2018. In this case, the final version of the presentation must be handed over on a USB key at the speakers' information meeting. If the amended version of the presentation cannot be used due to technical problems, the November 10 version will be used for the conference.

Confidentiality and Publication of Slide Presentations

Steps will be taken to ensure that the content of slide presentations remains fully confidential. Only two people will have access to the files. In the weeks following the Congress, the speakers' slide presentations (PowerPoint files) will be published on the Québec Mines + Énergie website. **If you do not want your presentation to be published on the website, please notify Yan Carette at the time of submission.**

CONGRESS PLAN

Conference Rooms

Speakers will have an opportunity to view their slide presentations in conference rooms 301-AB, 302-AB, 303-AB and 304-AB at the Québec City Convention Centre on Monday November 19, 2018 at 1:00 p.m.

A resource person will be available on site to provide technical assistance if necessary.

Information meeting

An information meeting will be held for speakers, session chairs and sound/projector technicians on the morning of their presentations **(November 20, 21 or 22, 2018) at 8:00 a.m. in Room 301-AB**. At the meeting, instructions and coffee will be given to ensure that the sessions run smoothly. It will also be possible to meet with a technician at 1:30 p.m. prior to the afternoon sessions.

Technical Specifications

A multimedia projection system using the latest version of Microsoft^{MD} PowerPoint will be made available to speakers. Projection will be in full HD, 1920 by 1080 pixels and the slide presentations will be projected onto a large screen (16:9).

Useful Details

- Conferences will be given from a stage at the front of the conference room.
- Speakers will be able to see their presentations on a monitor located at the front of the stage, and will therefore not need turn round to look at the large screen.
- In most cases, the speaker will have 25 minutes to make his presentation, including, if desired, a question period (5 minutes). To facilitate movements between the three conference rooms, a strict schedule will be enforced.
- A session chair and a technician will be present during the presentation to ensure that the conference remains on schedule and to provide technical support where necessary.

Simultaneous interpretation

Simultaneous interpretation will be available for all conferences, into French or English, as the case may be. Abstracts and PowerPoint files will be given to the interpreters a few days before the presentations, so that they can familiarize themselves with the subject matter and technical terminology.

BENEFITS AND RESPONSIBILITIES

All speakers will receive one free conference and exhibition pass available at the Québec Mines + Énergie 2018 reception desk. This pass includes free lunches for November 21 and November 22 in the exhibition room. However, speakers must pay for any additional activity they wish to attend.

If you wish to withdraw from the Congress, please contact your **session chair**.