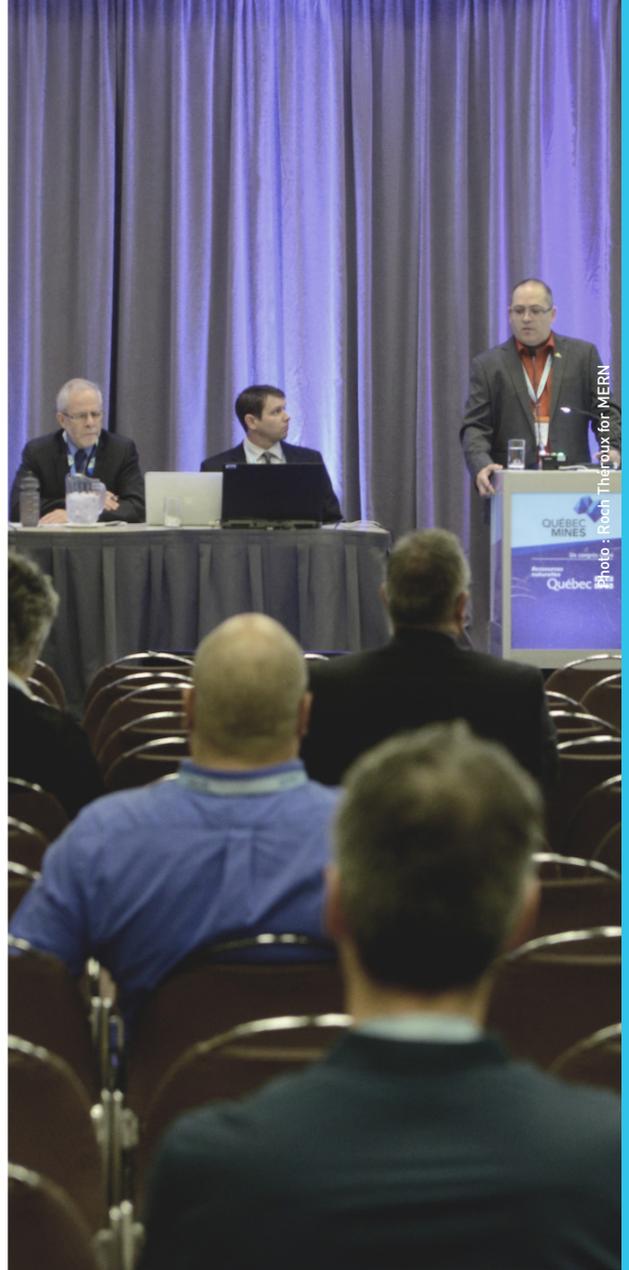


QMÉ
Québec Mines+Énergie

SESSION CHAIR'S GUIDE



**NOVEMBER
19-22, 2018**

Québec City
Convention Centre

IMPORTANT DATES

Session chairs

Date	Tasks	Persons in charge
May	Submission of the conferences titles and the session abstract, see page 3	Marie-Eve Lagacé Marie-Eve.Lagace@mern.gouv.qc.ca Phone: 418-627-6269, ext. 5235
November 9	Submission of slide presentations (PowerPoint files)	Yan Carette Yan.Carette@mern.gouv.qc.ca Phone: 418-627-6269, ext. 5113
November 21, 22 and 23	8:00 a.m. - Information meeting, room 301-AB	

DO NOT FORGET

Please inform your speakers that they don't have to register. We will register them when we get their contact information. It is important to note that the first author can attend the conference and exhibition pass for free.

Also, an amount of \$1000 is allocated to cover the costs of expenses of a key note speaker. For more details about it, please contact Andrea Amortegui (418-627-6269, ext. 5012).

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)

SESSION CHAIRS

The session chairs coordinate the process of preparing and presenting the conferences.

Their main tasks include:

- Establishing the final title of each conference session, based on proposals made by the Program Committee;
- Producing a summary (3-4 short sentences) of the session content;
- Choosing potential speakers, based on the Program Committee's proposals, and inviting them to speak. They are responsible for the content of their respective sessions;
- Inviting speakers to the speakers' information meeting, at which the session plan will be explained;
- Leading the session and ensuring that it remains on schedule.

Session chairs may also present conferences if they wish.

Sample Summary

Session 3

Geoscience, exploration and discovery of mineral resources: Three inseparable elements

Chairs: Patrice Roy (MERN) and Réal Daigneault (UQAC)

This session will address the important role of geoscientific research by governments, universities and research groups in discovering new mineral deposits, in a context where costs are rising steadily. The contribution to the mining industry's performance of new conceptual exploration models and precompetitive models developed by academic research groups will be illustrated by current examples from the field.

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 20 and November 21 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.