



November 17 to 20, 2025

Québec City Convention Centre

SPEAKER'S GUIDE

IMPORTANT INFORMATION

October 6

Deadline to submit all information relating to the session's conferences

DO NOT FORGET

Speakers are entitled to a free "Conference and Exhibition" pass, including lunches on Tuesday and Wednesday. They must, however, pay for any other activities they wish to attend.

SPEAKER'S RESPONSIBILITIES

Submit the required information by filling out the online form via the following link:

<https://event.fourwaves.com/fr/44cd827f-695d-4645-9861-c17ed00ffc7b/soumission>

- Last Name, First Name and organization;
- Title and abstract (250 words maximum) of the conference;
- A short biography and/or LinkedIn link and a photo;
- Title of the session in which you participate;
- Name of the session organizer.

Please arrive 30 minutes before the start of your session.

You must bring a USB key containing your slideshow.

In the event of a withdrawal, the speaker must notify: programmeQME@mrnf.gouv.qc.ca

PHOTO

The photo must be named as follows: First name_Last name.

Exemple : Marie_Beaulé

Here are the required specifications:

- JPEG or PNG format only. Other formats are not supported;
- 300 × 350 pixel definition;
- Portrait orientation;
- 72 PPI minimal resolution;
- 1 Mo minimum;
- It is important to follow the specifications, as no computer graphics work will be done on your photo.

ABSTRACT

Full-page text, 8½" × 11" format (avoid text in columns and all capital letters).

- 250 words maximum

SLIDESHOW

Speakers must bring a USB key containing their slideshow (PowerPoint file) on the day of their presentation. The file must be named as follows:

Last name_First name_Session date_AM or PM_First two words of session title.

- Example: Beaulé_Marie _ Nov 21_AM_mining reclamation.ppt

Signature visuelle

Speakers from the *Ministère* must use the official template available on the intranet at the following link www.intranet/piv/gabarits-qd.asp#power.

Tuesday, November 18, 2025

Morning:	9:30 a.m.	+/- 11:30 a.m.
Afternoon:	1:30 p.m.	+/- 3:30 p.m.

Wednesday, November 19, 2025

Morning:	9:00 a.m.	+/- 11:00 a.m.
Afternoon:	1:30 p.m.	+/- 3:30 p.m.

Thursday, November 20, 2025

Morning:	9:00 a.m.	+/- 11:00 a.m.
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TECHNICAL SPECIFICATIONS AND SESSION PROGRESSION

Please arrive 30 minutes before the start of the session.

The entire session lasts 120 minutes, including 5-minute question periods (if time permits).

Conferences are presented on the stage located at the front of the room. A lectern-mounted microphone, a multimedia projector (1920 × 1080 pixel resolution), a projection screen (16:9 format) and a laser pointer will be available.

A monitor set up in front of the stage allows the speaker to view their slideshow without having to turn towards the projection screen.

A technician will be present throughout the session to provide technical support and give instructions regarding the progression.

REBROADCAST

Rebroadcasts of conference sessions will be available until February 2, 2026 on the networking platform via the QM+É website (<https://mrnf.gouv.qc.ca/quebec-mines/>).

