



November 20 to 23, 2023

Our **resources**
to support a
green economy

SPEAKER'S GUIDE

Centre des congrès de Québec

2023

IMPORTANT DATES

Speakers

| Date | Task |
|--------------------|--|
| Before September 5 | Submission of the Presentation Title and the List of Authors (see p. 3) |
| | Submission of the Photograph and the Biography or LinkedIn link of the speaker |
| | Submission of the Presentation Abstract (400 words) (see p. 3) |
| Before November 13 | Submission of the Slideshow (PowerPoint) (see p. 4) |

SPEAKERS

Each speaker must submit the following items by email before the date indicated below.

To submit before September 5

Title, Author(s) and Affiliation(s)

Each speaker must submit the definitive title of their presentation, the names of the authors, their affiliations, and their full contact details. Please note that if the title of your presentation contains more than 60 characters, including spaces, you will need to provide us with an abbreviated title of 60 characters in order to respect the constraints

Photograph

Each speaker must submit a photograph in JPEG or PNG format, with a definition of 300 × 350 pixels and a minimum resolution of 72 dpi. The photograph will be included in the programme on the website of Québec Mines + Énergie and could be used to promote the conference programme.

Biography

The authors must submit a short biography in French and English (if possible) or a LinkedIn link so the chairperson may present them accordingly. The biography may be used to promote the conference programme.

Presentation Abstract

Speakers must submit a presentation abstract. The abstracts will be available on the website of Québec Mines + Énergie in both French and English. The organizing committee will be responsible for the translation of abstracts; speakers who wish to submit their abstract in both languages may do so.

- Language used: French or English
- Recommended software: Microsoft® Word
- Font: Arial or Arial Narrow, 10 pt
- Text: full page, letter size 8.5 × 11 in (avoid columns of text)
- Word count: maximum 400 words

Word count: to know the exact number of words in an abstract, you can use the Statistic tool in the Review tab of Microsoft® Word. Please note that the title, the list of authors and the acronyms are not part of the 400-word limit of the abstract.

Consistency between titles

The author must ensure the consistency between the title submitted beforehand and the title that accompanies the abstract.

Authors

The first and last names of the authors are followed by the name of the affiliation, in brackets, or preferably by its acronym.

Example:

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

PRESENTATION

To submit before November 13

Slideshow

Speakers must bring a USB key with their slideshow (PowerPoint file, font size 16 pt) on the day of their presentation.

The file must be named as follows:

Speaker's last name_speaker's first name_date of the conference session_AM or PM_two first words of the conference title.

Example: Bonneau_Marie-Claude_21 nov_AM_restoration minière.ppt

Recommended Fonts

Arial or Arial Narrow.

Visual Signature

Speakers presenting on behalf of the Ministère must use the official template available on the Ministère's intranet website (www.intranet/piv/gabarits-qd.asp#power).

Submission of the Slideshow

In order to avoid technical difficulties during the presentation and to allow the interpreters to prepare themselves better, the speakers must send their slideshow one week before the date of the conference.

PowerPoint files should be sent by email if they are no larger than 30 MB or, if they are larger, via an FTP or other media such as Dropbox, Wettransfer and Hightail. Speakers should contact Francis Desmarais to find out how to use the FTP server.

PowerPoint files must be submitted to:

Yan Carette

Direction du soutien administratif, logistique et matériel

Ministère des Ressources naturelles et des Forêts

Email: yan.carette@mrnf.gouv.qc.ca

If you have not sent your PowerPoint file via email or FTP server, you must submit your slideshow on a USB key 30 minutes before the beginning of your conference session.

Rebroadcast of conference sessions

All conference sessions will be recorded and rebroadcasted for a fixed period of time. Only conference attendees will have access to the recordings.

CONFERENCE SESSIONS

Technical specifications

A multimedia projection system using a Microsoft® PowerPoint viewer (latest version) will be available for speakers.

- Resolution: 1920 × 1080 pixels (HDMI)
- Screen size: 16:9
- One screen per room

Process of the sessions

Instructions on how to conduct the conference sessions will be given in the room. It will therefore be possible to meet a technician or the chair of the session at 8:30 a.m. or 1 p.m. in your conference room.

- Presentations are given from a podium at the front of the room. You will be provided with a microphone on a lectern, a projection screen and a laser pointer.
- A monitor installed in front of the podium will allow the speaker to see their slideshow without having to turn to the big screen.
- Your chairperson will tell you how much time you will have for your presentation, including the five-minute question period. In order to facilitate movement between conference rooms, a strict schedule will be followed.
- A session chair and a technician will be on hand throughout the presentations to ensure that the schedule is respected and to provide technical support.

SESSIONS SCHEDULE

Tuesday, November 21, 2023

| | | | |
|------|------|------------|---------------|
| A.M. | 9:30 | +/- 11:30 | Presentations |
| P.M. | 1:30 | +/- 4 p.m. | Presentations |

Wednesday, November 22, 2023

| | | | |
|------|------|------------|---------------|
| A.M. | 9:00 | +/- 11:30 | Presentations |
| P.M. | 1:30 | +/- 4 p.m. | Presentations |

Thursday, November 23, 2023

| | | | |
|------|------|-----------|---------------|
| A.M. | 9:00 | +/- 11:30 | Presentations |
|------|------|-----------|---------------|

Simultaneous Interpretation

Simultaneous interpretation in English or French will be provided for most of the presentations, as appropriate. Presentation abstracts and slideshows will be given to interpreters a few days before the presentations so that they can familiarize themselves with the topics and certain technical terms.

RESPONSIBILITIES

Each speaker receives a free conference and exhibition pass. To obtain their pass, they must go to the pre-registration desk located at the Québec Mines + Énergie 2023 reception desk.

However, speakers must pay for the other activities in which they wish to participate.

A speaker who withdraws must contact the session chair as soon as possible.

Composition of the Québec Mines + Énergie Programming Committee:

- Cédric Arbez (MELCCFP Énergie)
- Mona Baker (MRNF Mines)
- François Belle-Isle (MRNF Mines)
- Marie-Claude Bonneau (MRNF Mines)
- Antoine Brochu (MRNF Mines)
- Virginie Daubois (MRNF Mines)
- Francis Desmarais (MRNF Mines)
- Katherine Donnelly-Laliberté (MRNF Mines)
- Maude Grenier Hamel (MEIE Énergie)
- Éliot Lavoie (MRNF Mines)
- Marie-Hélène Léger (DGMS)
- Robert Thériault (MRNF Mines)
- Isabelle Tremblay-Brosseau (MRNF Mines)
- Matthew Wadham-Gagnon (MELCCFP Énergie)