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November 20 to 23, 2023

SCIENTIFIC EXHIBITOR GUIDE

Québec City Convention Center

2023

Exhibitors are committed to reading the Scientific Exhibitor Guide and following all its instructions. Event's organizers reserve the right to refuse exhibitors who do not comply with the guidelines. Some elements of this guide may be revised or modified at any time (the date at the bottom of this page is proof of the latest version).

The scientific exhibition brings together professionals and researchers from the Ministère des Ressources Naturelles et des Forêts, the Geological Survey of Canada, various geological and scientific research facilities, as well as university students and prospectors who wish to present the latest research results.

This guide provides you with all the information you need to prepare your paper or electronic poster to experience this exceptional exhibition.

CONGRESS LOGISTICS

GENERAL SCHEDULE

	Day	Date	Time		
Short courses and workshops	Monday	November 20	9 a.m.	to	5 p.m.
Exhibition and conferences	Tue. and Wed	November 21 and 22	9 a.m.	to	5 p.m.
	Thursday	November 23	9 a.m.	to	12 p.m.

Installation

	Day	Date	Time		
	Monday	November 20	2 p.m.	to	7 p.m.

No name badges are required for installation on November 20. Exhibition materials must be delivered and installed by 7:00 p.m.

Dismantling

	Day	Date	Time		
	Thursday	November 23	12 p.m.	to	2 p.m.

Booth dismantling will not be permitted until noon on November 23. An exhibitor who violates this rule **will lose his reservation priority privileges** for the next Québec Mines + Énergie event.

EXHIBITION

The Québec Mines + Énergie 2023 scientific exhibition will take place in Room 400 of the Centre des congrès de Québec.

Paper posters must be 48" high by 48" wide.

As the posters will be installed one next to the other, no overflow will be tolerated. Containers or boxes used to transport equipment shall be identified and stored in a designated area.

Organizers reserve the right to group exhibitors according to their profile and the subject of their poster.



The title and authors must be written at the top of the poster.

Scientific posters must be on display for the duration of the congress. Delays and absences without reasons deemed valid will result in a rejection of applications for future years.

Exhibitors **must provide** velcro for display of their paper poster. Bring at least a 1 metre long velcro strip (male - hooks).

Safety

Exhibitors have access to the exhibition hall starting at 7 a.m. for all three days of the congress.

The exhibition rooms are monitored at all times. However, the Centre des congrès de Québec and the organizers of Québec Mines + Énergie are in no way responsible for any loss, theft or property damage or injury sustained by anyone at the congress.

Space reservation

In order to reserve a space, you must complete the attached form and return it no later than **October 6, 2023**. The first author is entitled to a free conference and exhibition pass for the duration of the event.

Scientific summary

Exhibitors must submit a summary of their poster. These will be displayed, in French, on the Québec Mines + Énergie website. For summaries submitted in English, translation will be carried out by the organizing committee.

- Language: French
- Recommended software: Microsoft® Word (format *.doc)
- Font: Times New Roman, 10 pts
- Text: full page, 8½ x 11 (avoid column text)
- Number of words: 400 words maximum

Word count calculation: to know the exact number of words in a summary, we suggest you use the Microsoft® Word Statistics tool.

Matching titles

The author must ensure that the title previously provided matches the title that accompanies the summary.

Authors

Authors' first and last names are followed, in parentheses, by the name of the affiliation or, preferably, its acronym.

Example

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

Acronyms

If an acronym is used to indicate an affiliation, its meaning (full name of the affiliation) must be written at the end of the summary.

Examples

GSC-Q: Geological Survey of Canada, Québec
MRNF: Ministère des Ressources Naturelles et des Forêts
UQAM: Université du Québec à Montréal

Summary submission

Texts must be submitted in Microsoft® Word format (*.doc) no later than **October 13, 2023** to the attention of:

Ms. Virginie Daubois

Direction de l'acquisition des connaissances géoscientifiques
Ministère des Ressources Naturelles et des Forêts
Phone : 819 354-4514, poste 253
Email : virginie.daubois@mern.gouv.qc.ca

Important dates

October 6

Deadline to submit your registration form (see below) with the title and authors of the poster.

October 13

Submission of the 400-word summary.

November 20, between 2:00 p.m. and 8:00 p.m.

Delivery and installation of the posters

November 23 at noon. (no dismantling will be tolerated before 12:00 p.m.)

Dismantling of exhibition rooms.

IDENTITY OF THE PERSON IN CHARGE

Name of organization: _____

First and last name (first author is free to register): _____

Telephone: _____

Address: _____

Fax: _____

Email: _____

Title and authors of the poster

Title : _____

Authors : _____

Additional information

Should this poster be grouped with other posters?

If so, indicate the titles or authors of the other posters.

I have reviewed the exhibition periods, installation details and information provided in the Scientific Exhibitor Guide

Signature : _____

Return this duly completed form to the attention of:

Ms. Virginie Daubois

Direction de l'acquisition des connaissances géoscientifiques

Ministère des Ressources Naturelles et des Forêts

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Following reservation of a scientific space, please consider that you will be automatically registered for the duration of the event.