



**Responsible development  
of our resources:  
a pledge of prosperity**

November 18 to 21, 2024

Québec City Convention Centre

## INSTRUCTOR'S GUIDE

## IMPORTANT INFORMATION

September 23rd Deadline to submit the complete information of all instructors via the online form

### DO NOT FORGET

Workshop instructors 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.

## WORKSHOP INSTRUCTOR’S RESPONSIBILITIES

Submit the required information by filling out the online form via the following link:  
<https://event.fourwaves.com/fr/75050885-77aa-492e-8449-2c413b1bf8f2/soumission>

- Last Name, First Name and organization;
- Title and abstract (400 words maximum) of the workshop;
- A short biography and/or LinkedIn link and a photo;
- Last Name, First Name and organization of co-instructors;
- Title of the workshop in which you participate;
- Name of the workshop organizer.

Please arrive 30 minutes before the start of your workshop.

You must bring a USB key containing your slideshow.

In the event of a withdrawal, the instructor must notify: [programmeQME@mrnf.gouv.qc.ca](mailto:programmeQME@mrnf.gouv.qc.ca).

## PHOTO

The photo must be named as follows: First name\_Last name.

- Example: 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.

## ABSTRACT

Full-page text, 8½” × 11” format (avoid text in columns).

- 400 words maximum

## SLIDESHOW

Instructors 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\_ AM or PM\_First two words of workshop title.

- Example: Beaulé\_Marie\_AM\_mining reclamation.ppt

## Visual Signature

Instructors from the *Ministère* must use the official template available on the intranet at the following link: [www.intranet/piv/gabarits-MRNF.asp#power](http://www.intranet/piv/gabarits-MRNF.asp#power).

## WORKSHOP SCHEDULES

Monday, November 18, 2024

Morning:	9:00	+/- 12:00
Afternoon:	13:30	+/- 16:30

## TECHNICAL SPECIFICATIONS AND WORKSHOP PROGRESSION

Please arrive 30 minutes before the start of the session.

Workshops 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 laptop will also be placed at your disposal on the front table, so that you can lead your presentation.

Please note that a roving technician will be available to assist you only in the event of technical problems. You will be responsible for your own workshop throughout the day.

