



November 17 to 20, 2025

Québec City Convention Centre

INSTRUCTOR'S GUIDE

IMPORTANT INFORMATION

October 6

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, organization and e-mail;
- Title and abstract (250 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;
- It is important to follow the specifications as no computer graphics work will be done on your photo.

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.

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, all in capital letters).

- 250 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.

WORKSHOP SCHEDULES

Monday, November 17, 2025

Morning:	9:00 a.m.	+/- 12:00 p.m.
Afternoon:	1:30 p.m.	+/- 4:30 p.m.

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.

