



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

November 18 to 21, 2024

Québec City Convention Centre

WORKSHOP ORGANIZER'S GUIDE

IMPORTANT INFORMATION

June 28th	Deadline to submit workshop information via the online form
September 9th	Deadline to provide the complete workshop schedule
September 23rd	Deadline to submit the complete information of all instructors via the online form

DO NOT FORGET

Workshop organizers and 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 ORGANIZER’S RESPONSIBILITIES

Submit the required information by filling out the online form via the following link:
<https://event.fourwaves.com/fr/1b0ec995-8405-4221-9d41-4a21d99475b7/soumission>

- the title of the workshop;
- the short title (maximum 60 characters) must also be submitted;
- an abstract (3 to 4 concise sentences) of the workshop’s content.

Select potential workshop instructors;

Please arrive 30 minutes before the start of your workshop.

Inform instructors of the workshop information they need to submit via the online form;

Forward the Instructor’s Guide and follow up with them.

Send the following information to programmeQME@mrnf.gouv.qc.ca :

- the workshop’s full schedule;
- instructors’ contact information.

Lead the workshop, while respecting the schedule.

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

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.

