



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

November 18 to 21, 2024

Québec City Convention Centre

SESSION ORGANIZER'S GUIDE

IMPORTANT INFORMATION

May 31st	Deadline to submit session information via the online form
September 9th	Deadline to provide the complete session schedule
September 23rd	Deadline to submit all information relating to the session's conferences

DO NOT FORGET

Session organizers and speakers 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.

SESSION ORGANIZER'S RESPONSIBILITIES

Submit the required information by filling out the online form via the following link:

<https://event.fourwaves.com/697abffc-d7f5-4d99-8f9b-6859a73d4e5e/submission>

- the title of the conference or plenary session, taking into account the Program Committee's recommendation;
- the short title (maximum 60 characters) must also be submitted;
- an abstract (3 to 4 concise sentences) of the session's content.

Select potential speakers, taking into account the recommendations of the Program Committee.

Inform speakers of the information they need to provide regarding their conference via the online form.

Forward the Speaker's Guide and follow up with them.

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

- the full session schedule;
- speakers' contact information.

Please arrive 30 minutes before the start of your session. Lead the session, while respecting the schedule.

In the event of a withdrawal, the organizer must notify:

programmeQME@mrnf.gouv.qc.ca.

SESSION SCHEDULE

IMPORTANT

You must respect the 120-minute time limit set for each session.

Tuesday, November 19, 2024

Morning:	9:30	+/- 11:30
Afternoon:	13:30	+/- 15:30

Wednesday, November 20, 2024

Morning:	9:00	+/- 11:00
Afternoon:	13:30	+/- 15:30

Thursday, November 21, 2024

Morning:	9:00	+/- 11:00
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Coffee Break

A 15-minute coffee break must be included in the session schedule:

- Tuesday, between 10:15 and 10:45 and between 14:30 and 15:00;
- Wednesday, between 10:00 and 10:30 and between 14:30 and 15:00;
- Thursday, between 10:00 and 10:30

TECHNICAL SPECIFICATIONS AND SESSION PROGRESSION

Please arrive 30 minutes before the start of the session.

The entire session lasts 120 minutes, including 5-minute question periods (if time permits).

Conferences 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 monitor set up in front of the stage allows the speaker to view their slideshow without having to turn towards the projection screen.

A technician will be present throughout the session to provide technical support and give instructions regarding the progression.

SIMULTANEOUS INTERPRETATION AND REBROADCAST

Conference sessions in English or French may be simultaneously translated. It is important to quickly notify the organizers of your needs.

Rebroadcasts of conference sessions will be available for 60 days after the conference on the networking platform via the QM+É website (<https://mrnf.gouv.qc.ca/quebec-mines/>).

