



Our **resources**
to support a
green economy

November 20 to 23, 2023

CHAIRPERSON'S GUIDE

Centre des congrès de Québec

2023

IMPORTANT DATES

Chairperson

Date	Task
Before September 5	Submission of the Presentation Title and the List of Authors (see p. 3)
	Submission of the Photograph and the Biography or LinkedIn link of the speaker
	Submission of the Presentation Abstract (400 words) (see p. 3)
Before November 13	Submission of the Slideshow (PowerPoint) (see p. 4)

DO NOT FORGET TO:

- Inform speakers that their registration is free. They do not need to register on the conference's website;
- Provide speakers' contact details for registrations by completing the dedicated template;
- Registration includes a conference and exhibition pass.

ROLE OF THE CHAIRPERSON

The session chair coordinates the preparation and presentation of a conference session. Their main tasks are:

- to determine the final title of the conference or plenary session, taking into account the proposal of the Programming Committee;
- to produce a summary (3 to 4 concise sentences) of the content of the session;
- to select potential speakers, taking into account the proposals of the Programming Committee, and invite them to present. Speakers are responsible for the content of their presentation;
- to lead the session, while ensuring that the schedule is respected;
- to distribute the Speaker's Guide, and provide support and follow-up for speakers;
- to provide the following information: presentation titles and abstracts, names, affiliations, photographs, biographies and/or LinkedIn links.

It is possible for a session chair to give a presentation.

Example of a summary for a conference session

Session 3: Geoscience, exploration and the discovery of mineral resources: an inseparable trio

Chairs: Patrice Roy (MRNF) and Réal Daigneault (UQAC)

This session will focus on the importance of geoscientific research carried out by governments, universities, and research groups for the discovery of new mineral deposits, in a context where the costs of activities leading to these discoveries are increasing. The contribution of new conceptual exploration models and pre-competitive models developed by university research groups to the performance of the mining industry will be illustrated by concrete, current examples.

CONFERENCE SESSIONS

Technical specifications

A multimedia projection system using a Microsoft® PowerPoint viewer (latest version) will be available for speakers.

- Resolution: 1920 × 1080 pixels (HDMI)
- Screen size: 16:9
- One screen per room

Process of the sessions

We strongly advise you to arrive 30 minutes before the start of your session in order to meet the speakers and the technician. The technician will be present by 8:30 a.m. or 1 p.m. You will be given instructions about your conference session at that time.

- You have 120 minutes for your entire session, including question periods (5 minutes). It is up to you to fill your session with the number of presentations you have selected. A strict schedule must be respected to facilitate movement between conference rooms.
- Presentations are given from a podium at the front of the room. You will be provided with a microphone on a lectern, a projection screen, and a laser pointer.
- A monitor installed in front of the podium will allow the speaker to see their slideshow without having to turn to the big screen.
- A session chair and a technician will be on hand throughout the presentations to ensure that the schedule is respected and to provide technical support.

SESSIONS SCHEDULE

Tuesday, November 21, 2023

A.M.	9:30	+/- 11:30	Presentations
P.M.	1:30	+/- 4 p.m.	Presentations

Wednesday, November 22, 2023

A.M.	9:00	+/- 11:30	Presentations
P.M.	1:30	+/- 4 p.m.	Presentations

Thursday, November 23, 2023

A.M.	9:00	+/- 11:30	Presentations
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* The Tuesday morning session may start at 9:15 or 9:30 a.m.

The conference sessions will be interspersed with coffee breaks.

Simultaneous Interpretation

Simultaneous interpretation in English or French will be provided for most of the presentations, as appropriate. Presentation abstracts and slideshows will be given to interpreters a few days before the presentations so that they can familiarize themselves with the topics and certain technical terms.

BENEFITS AND RESPONSIBILITIES

Each session chair will receive a free conference and exhibition pass. To obtain their pass, they must go to the pre-registration desk located at the Québec Mines + Énergie 2023 reception desk. **Session chairs must, however, pay for the other activities in which they wish to participate. If a session chair withdraws, they must contact a member of the Programming Committee as soon as possible.**

Composition of the Québec Mines + Énergie Programming Committee:

- Cédric Arbez (MELCCFP-Énergie)
- Mona Baker (MRNF Mines)
- François Belle-Isle (MRNF Mines)
- Marie-Claude Bonneau (MRNF Mines)
- Antoine Brochu (MRNF Mines)
- Virginie Daubois (MRNF Mines)
- Francis Desmarais (MRNF Mines)
- Katherine Donnelly-Laliberté (MRNF Mines)
- Maude Grenier Hamel (MEIE Énergie)
- Éliot Lavoie (MRNF Mines)
- Marie-Hélène Léger (DGMS)
- Robert Thériault (MRNF Mines)
- Isabelle Tremblay-Brosseau (MRNF Mines)
- Matthew Wadham-Gagnon (MELCCFP Énergie)