



Québec City, Canada

IMPC 2016

XXVIII International Mineral Processing Congress
September 11–15, Québec City Convention Center

GUIDELINES SERIES

FOR TRACK / SYMPOSIUM ORGANIZERS OF THE TECHNICAL PROGRAM

SCOPE

A series of guidelines and platform instructions have been developed to assist members during their term. The guidelines and platform instructions have been grouped by the three core tasks: 1. Call for Abstracts, 2. Paper Review Process, 3. Program Building. All guidelines and platform instructions are distributed by email as well as posted on the **Organizer Tools webpage**: <http://www.impc2016.org/en/IMPC/2016/Technical-Program/Organizer-Tools.aspx>.

Guidelines were developed for:

- 1a. Guidelines for Reviewing/Approving Abstracts (detailed below)**
- 2a. Guidelines for Reviewing Papers**
- 3a. Guidelines for Building the Program**
- 3d. Guidelines for Onsite Protocol.**

RELATED TASKS

1a. Guidelines for Reviewing/Approving Abstracts

Your activities will increase with the submission of abstracts. These often arrive within the online platform just before the deadline. Some abstracts will arrive after the deadline. The symposium organizer has the right to accept late submissions, but within limits. It is best to always keep ADMINISTRATION staff in the communication loop on these matters. A private link for late, invited and keynote submissions will be distributed.

During the week before the deadline for abstract submissions, you will need a few hours at a computer with a high-speed link to access the online platform.

The abstract review / approval process begins October 1 through October 15.

EVALUATING ABSTRACTS

Abstract details are to be entered directly within the online platform <https://security.gibsongroup.ca/impc/abstract-submission.php> by prospective authors.

Details include:

- Title
- Author list with presenter noted plus affiliations and addresses
- Lead/contact author email address, phone and fax numbers, and mailing address
- 300 word (max) description of paper to be written and presented.

When doing this assessment, it is best to address a range of questions:

- Is the submitting author or the associated research group identified in the IMPC 2016 “no show” list (*Note: All submissions are pre-screened and flagged as “no shows” where applicable?*)?
- Does the author have multiply submissions (*Note: All submissions are pre-screened and flagged for multiply submissions” where applicable?*)?
- Is it well written and does it contain new information or interpretation?

- Alternatively, is it on a topic that is repeatedly presented without making advances?
- Does the abstract fit within themes that you are arranging?
- Does the abstract fit within the scope of another technical theme of IMPC 2016? - If so, contact IMPC 2016 Administration to assess if the abstract should be moved.
- Does it contain a strong bias towards commercialism? If so, you should reject the abstract. NOTE: ADMINISTRATION staff encourages all rejected abstracts be transferred to the Poster Session; the Poster Session is open to all.

The organizer may suggest edits to the abstract, if necessary, to improve clarity or brevity. Authors can edit their abstract details by logging into the online platform.

ACCEPTANCE

Based on the answer to these questions, there are three decision categories:

Approve Oral Session decision is contingent that the final manuscript presented meets the normal quality standards and criteria expected, and the author gives the necessary assurances that the oral presentation will be given at the conference. As well, authors with accepted papers will be required to preregister by May 1.

Approve Poster Session decision is contingent that and the author gives the necessary assurances that the poster presentation will be given at the conference and that the author has preregistered by May 1. Poster Paper submissions are encouraged but are not required.

Rejected (Not Accepted) decision. If the quality or a combination of quality, reliability of the author etc. do not meet the criteria you have set, then the abstract can be rejected and encourage to transfer to the Poster Session.

RESPONSE TO AUTHORS

Each decision will initiate an action within the online platform and dispatch the appropriate e-message to the submitter (eg. Approve Oral Session decision = Dispatch of an email to submitter confirming their submission was accepted with links to the paper template).

FINAL ACCEPTANCE

Final acceptance is conditional of:

1. The paper being approved for publication (*if applicable*).
2. At least one author being preregistered by May 1, 2016.

Authors meeting the criteria will receive an automated message from the online platform.

It is important that the organizers take the task of assessing abstracts very seriously. The quality of the symposium and the overall meeting relies on symposium organizers ensuring quality. Creating a session with abstracts of poor quality or with abstracts whose speakers are not likely to attend the conference to make their presentations does not demonstrate a job well done.