



Québec City, Canada

# IMPC 2016

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

## IMPC 2016 TRACK / SYMPOSIUM ORGANIZERS

### GUIDELINES FOR ASSIGNING SESSION CHAIR AND ONSITE PROTOCOL

First, we would like to thank you for accepting to chair one of the Streams/Symposia of IMPC 2016. Your involvement has undoubtedly contributed to the success of the Conference. Please review the guidelines below to facilitate your role as Stream/Symposium Chair while onsite in Quebec City.

This document is meant to be a guide and not hard and fast rules. Please feel free to contact the IMPC 2016 Head Quarters (ADMINISTRATION), Ronona Saunders (rsaunders@cim.org), with your questions and concerns.

It is up to each set of Stream/Symposium Organizers to coordinate a work pattern convenient for all involved.

Below are some typical roles and responsibilities for the Stream/Symposium Leaders prior to the event as well as onsite:

#### **PRIOR TO ONSITE:**

- Act as primary contact with authors and ADMINISTRATION.
- Recruit Session Chairs.
- Distribute Session Chair Guidelines.

#### **Appointing Session Chairs**

It is the responsibility of the Stream/Symposium Leaders to recruit and distribute the Session Chair Guidelines (Session Chair Guidelines are on page 2 within this document and [online](#)).

It is suggested that you use your pool of authors to recruit Session Chairs.

The role of Session Chair is important to the success of your symposium. The Session Chairs ensure that the session is run professionally and on time.

#### **ONSITE (in your breakout room):**

- Attend the IMPC 2016 Authors' "Meet & Greet" each morning during the conference (from 7:00-8:00) to:
  - Deliver List of Session Chairs to AV staff in breakout rooms to post on signage.
  - Greet and debrief Session Chairs and Presenters.
  - Assist with coordination of Powerpoint files (if applicable).
  - Assist with collection of Authors' Biographies (if applicable).
  - Supervise the execution of the program.

*Looking forward to seeing you in Quebec City!*



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## GUIDELINES FOR SESSION CHAIRS

### → Before Leaving for the Meeting

#### Check the Program

Prior to departure for the meeting, check the program posted online to determine the number and order of the abstracts to be presented, the time allocated to each abstract, and if there are any supplementary abstracts assigned to the session you are chairing.

### → The Morning You Are Chairing

#### Attend the Author Meet-and-Greet Coffee (07:00-08:00 AM)

Session Chairs and Presenters are required to attend the Authors' Meet-and-Greet Coffee on the morning of presenting / chairing @ 7:00 AM. The Authors' Meet-and-Greet Coffee will be in the breakout rooms. Each breakout room will be assigned one Staff Member to assist Session Chairs as needed. During the Meet-and-Greet Coffee you will:

- Meet your Presenters
- Meet your Session AV Staff
- Assist with presentation file collection (if applicable)
- Assist with the collection and organization of presenters' biographies (if applicable)

#### Collection of Powerpoints and Biographies

Authors' have been instructed to bring their ppts and biographies at the Authors' Meet-and-Greet Coffee.

Staff will be onsite to assist you with collecting the presentation files which should be supplied via USB key (no laptop hook-ups will be permitted).

Staff will also help you collect Authors' Biographies.

Should an author be unable to attend the Author Meet-and-Greet Coffee, they have been instructed to submit presentation(s) and bio(s) in their presenting room during the following hours:

#### ALTERNATIVE HOURS for Authors' to submit presentation files and biographies

Mon. Sept. 12, 7:00 - 12:30 – 13:30 to 18:00

Tue. Sept. 13, 7:00 - 12:30 – 13:30 to 18:00

Wed. Sept. 14, 7:00 - 12:30 – 13:30 to 18:00

Thu. Sept. 15, 7:00 - 12:30 – 13:30 to 18:00

## **Check the Program**

Check the program on the onsite signage to determine the number and order of the abstracts to be presented, the time allocated to each abstract, and if there are any supplementary abstracts assigned to the session you are chairing.

## **Preinstalled Software for Laptops**

Computers and LCD projectors will be provided for all technical rooms. Each computer system will be equipped with Windows 7, Office 2013 - Microsoft PowerPoint, Adobe Reader and Windows Media Player for showing standard presentation images and animation sequences. Presenters must ensure that their computer presentation files are loaded in the presenting ROOM onsite as **laptop hook-ups will not be permitted**.

## **Audiovisual Equipment**

Each conference room is equipped with a microphone, an LCD projector and a laptop with security features. Staff will help the presenter with the audiovisual equipment.

Familiarize yourself with the controls for lights, microphones, AV equipment, and laptop security features. Should any of the audiovisual devices fail, Staff will know where to reach the person responsible for audiovisual equipment and find a solution to the problem.

## **→During Your Session**

Arrive at the meeting room about 15 minutes prior to the start of the session.

### **Summary**

Listen and ask those questions that step outside the regular. Be the moderator. Good dialogue is key.

### **Introductions**

At the start of the session, briefly introduce yourself and explain the timing system to the audience, and as often during the session as you think necessary.

### **Start on Time**

Start the session on time - announce the first abstract and author, and start the timer.

### **Check the Microphone**

Make sure the speaker has the microphone placed no lower than 4" below his/her chin.

### **Stick to the Schedule**

Many attendees move from session to session in order to hear specific abstracts, so please try to respect the session's timetable as much as possible.

Should an author be unavailable to present, **PLEASE DO NOT START THE NEXT PRESENTATION**; honor all presenting times as per the program.

### **Allotted Times**

The normal allotted time for contributed abstracts is 20 minutes (15 minutes for introductions and to present; 5 minutes for Q & A). If you are chairing a session that includes both contributed and invited abstracts, please be aware of the different times allocated for each.

### **Timing Speakers**

Speakers must be asked to stop when their allotted time is up in a courteous but firm manner. Keep in mind that the session must end on time, and that the last speaker has just as much right to an audience as does the first speaker.

### **Absent Speakers (no-shows)**

Should a speaker fail to appear, **PLEASE DO NOT START THE NEXT PRESENTATION**; honor all presenting times as per the program.

### **Session Problems**

If any problems arise please notify AV Staff or the Event registration desk.

## → At the End of the Session

### **Session Evaluation**

We would appreciate your feedback; be sure to complete the Session Evaluation Form (which will be left in your session room at the podium). Please remit the completed form to any Staff Team Member or drop off the form at event registration.