



XXVIII | Québec City, Canada

# IMPC 2016

28th International Mineral Processing Congress  
September 11–15, Québec City Convention Center

## PRESENTER GUIDELINES

### Points to Remember:

- Presentations (unless otherwise specified) must be 15 minutes – **MAXIMUM**; plus 5 minutes for questions. **Total time allocated is 20 minutes (excluding invited and keynote speakers).**
- **At least one author is required to register** and confirm attendance.
- All presenters must supply a copy of their **presentation** and their **biography** in their presenting room **at least 1 to 2 hours prior to session start time**; more details are included below.

### Special Registration for Authors/Presenters:

**At least one author/presenter per paper** must be registered. Failure to register will result in removal from the proceedings and the technical program. Presenters with multiple submissions need only register once.

### Venue:

VENUE - The conference will take place at the Québec City Convention Centre.

Québec City Convention Centre  
1000, boul. René-Lévesque Est  
Québec, (Québec) G1R 5T8  
Toll-free: 888 679-4000

### Quality of the Technical Program:

The quality of the technical program in any meeting is largely in the hands of the authors, particularly of the presenters. In order to make the best possible use of the time allotted to your paper, the following suggestions are made to assist you in your preparation.

#### Timing of Presentations

Generally, a 20-minute time period is allocated to each paper. This includes the time required for the introduction of the speaker and questions from the audience. Accordingly, the actual presentation by the speaker should allow 5 minutes at the end for questions. Please plan to limit your presentation to 15 minutes of presentation time.

#### What to Concentrate on in your Presentation

It is usually not possible to cover all the material in a paper during a 15-minute oral presentation. Therefore, each speaker should concentrate on the highlights. Experience indicates that ten double-spaced pages of text, each containing about 250 words and 7 slides takes about 15 minutes of presentation time for the average unhurried speaker. It is important, particularly for presenters whose primary language is not English, to time

themselves in a trial run of their presentation, and adjust the presentation as needed to ensure a timely completion of the paper at the Conference.

### Biographical Profile of Presenters:

Session chairs will introduce each Presenter. Hence, Presenters are asked to please supply a copy of their biographical profile (no more than 100 words) in their presenting room at least 1 to 2 hours prior to the session start time.

Presenters can also include their biography notes on the first slide of their presentation. The slide should be brief and in point form.

### Audio-Visual Equipment:

Computers and LCD projectors will be provided for all technical rooms. Each computer system will be equipped with Microsoft PowerPoint 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.

Presenters are required to supply their presentation file in their presenting ROOM **at least 1 to 2 HOURS PRIOR TO THE SESSION START TIME**. Conference Staff will be in all technical rooms for the duration of the conference to assist you with this process. Presentation files should be on a USB memory stick. Room names are available within the conference guide which will be distributed onsite.

### Presentation (ppt) and Biography Drop Off Onsite:

Presenters are required to attend the **Meet-and-Greet' Coffee** on the morning of their presentation within their presenting room(s); *room names will be published onsite*. During the Meet-and-Greet Coffee, Presenters will:

- Meet their Session Chairs
- Meet Session AV Staff
- Submit their presentation file (if applicable)
- Supply their biography (if applicable)

The Meet-and-Greet Coffee will be as of 7:00 to 8:00 each morning of the technical program. Presenters must supply presentation files and bios in their **presenting ROOM no later than 1 hour PRIOR TO THE SESSION START TIME**.

Should a presenter not be able to attend the Meet-and-Greet Coffee, they can alternatively submit presentation(s) and bio(s) during the following hours in their presenting room (*room names will be published onsite*):

#### Time table - Hours 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

Conference Staff will be in **all** technical rooms to assist you with this process. Presentation files should be on a USB memory stick (no laptop hook-ups will be permitted).

