52ⁿᵈ Annual Canadian Mineral Processors Operators Conference

January 21-23, 2020

Presentation Guidelines

Presentations

- Your presentation must be no more than 20 minutes, with an additional 5 minutes for questions. Please ensure you follow this out of courtesy for the next speaker.   A timer will be available on stage.

- Presentations must be technical and not "advertorial"!

- The presentation should be compatible with PowerPoint and in standard 16:9 Widescreen ratio. If there are videos embedded in your presentation, then also send the video clip separately (or it won't play).

- It is recommended that you submit your presentation in advance to Bryan Tisch (bryan.tisch@canada.ca). However, note that file size is limited to about 10 MB. Deadline for advanced submission of presentations is January 17, 2020.

Author's Breakfast

- An <u>authors + session chair breakfast</u> is held each morning at 7:00 am in the **Quebec Room, 4th Floor** Westin Hotel. Please confirm location in registration package upon arrival.

- During this breakfast, it is the responsibility of the presenter to ensure that their presentation will work properly, especially if movies, animations or other special effects are used in the presentation.

- AV personnel will be on-hand to quickly run through your presentation and review the A/V equipment.

- Ensure you have provided a copy of your biography to the session chair. You may submit your biography in advance along with your presentation, or during the authors breakfast.

Session Chairs

- Meet with the presenters during the breakfast.

- Ensure you have a copy of the presenters bio at the breakfast.

- Remind presenters to stay on time during the sessions (20 min + 5 min Q & A).

- Enforce the timing.

- A timer will be provided on the stage for the presenters.

Presentation Photos

- Session Chairs and presenters - please report to the right side of the stage for photos during the coffee break immediately following your session.

- Al Kuiper will coordinate session photos.