

Guidelines for In-Person Technical Presentations

Thank you for your paper submissions for the 2023 Tailings and Mine Waste conference. Please refer to the following guidelines for your podium presentation during a Technical Session of the conference.

NEXT STEPS:

- * **Identify the presenting author and send us their bio-note, photo, and presentation by **October 30th, 2023.****

Bio-note and photo:

- Submit a brief (100-word max) bio-note to assist the session chair's introduction. Feel free to share one or two personal details along with your professional achievements.
- Please name the file with the presenter's name. Example: John_Smith.doc or John_Smith.docx
- **Submit photos and bio-notes [HERE](#) or by email to info@tailingsandminewaste.com**

Presentation Timing:

- Speakers in the Technical Session have 20 minutes in total: 15 minutes for the presentation and 5 minutes for Q&A.
- Please stay within your allocated time to avoid disruptions.
- The session chair will monitor and ensure sessions run on schedule.

Specifications for Slides:

- For optimal viewing, use a 16:9 aspect ratio for PowerPoint decks in .ppt or .pptx format ONLY.
- Use simple colours, fonts, and neutral backgrounds. Minimize complexity in graphs and charts.
- If including videos, submit them in HD/16:9 ratio at 1920 x 1080 resolution as separate MP4 files for the AV team. Avoid embedding large video files in your PPTX.
- Do not provide online links; submit the video file as described.

Content of Presentation:

- Presenters must not sell their products or services in their presentation.
- Focus your presentation on case studies and specific industry applications.
- Avoid using too much text, use visual methods and speak to the details instead.
- Be aware that attendees are subject matter experts, therefore, please avoid generalities and lengthy background information on places, procedures, methods that are either obvious or well-known.
- The Tailings and Mine Waste 2023 Conference will take place in English only; no translation services will be available.

TAILINGS AND MINE WASTE 2023

November 5-8, 2023 | JW Marriott Parq Hotel | Vancouver, BC



Presentation Submission:

- All submitted files are to be either .ppt or .pptx (presentations)
- Please name the file with the presenter's name. Example: John_Smith.ppt
- submit your presentation [HERE](#) or by email to info@tailingsandminewaste.com by **OCTOBER 30TH, 2023 AT THE LATEST.**
- **The final presentations are provided to the conference A/V and Production team by October 30. It is not advisable to make changes to your submissions after this date unless absolutely necessary.**

Presenter Guidelines:

- People are in the room to hear what you have to say. Visualize yourself giving a great speech. Believe in the importance of your message.
- Organize your presentation in a way that is most comfortable to you by using a script, outline, notes, or cue cards.
- Practice and polish your presentation skills by rehearsing by yourself or with someone.
- Prepare concise answers to potential questions.
- Speak loudly and clearly; mind the podium microphone if you turn away.
- Face the audience; use the front comfort monitor, not the slide show behind you.
- Dress professionally for success.

At The Conference:

- For assistance, approach volunteers and staff at the Registration desk.
- Speakers presenting on a specific day can join the Speaker's Breakfast in the Stanley room between 7:30 and 8:15 AM.
- The Stanley Room will serve as the Speaker Ready room throughout the conference for all speakers.
- If you need to view/check your presentation prior to your presentation, please make arrangements with conference staff at the Speaker's Breakfast on the day of your presentation.
- Please avoid last-minute presentation changes, as they may not be accommodated.
- If you require special assistance or accommodation due to a disability, contact Meryl Nelson, Technical Program Manager, at mnelson@c3alliancecorp.ca.

Please direct any questions regarding the bio-note or presentations to:
info@tailingsandminewaste.com or mnelson@c3alliancecorp.ca.