



**MEMO 2019**  
**DEFINING OUR FUTURE**

**Guidelines for Authors / Presenters**

**October 20 to 23, 2019**  
**Kamloops, BC, Canada**

## 1. Important information

- The format of the conference allows for a **20 minutes** presentation and a five minutes question and answer period. PPT slide layout: 16:9 aspect ratio.
- An email specifying their presentation date and time will be sent to each presenter on **August 23, 2019**.
- Presenters must register on or before **September 13, 2019** in order to guarantee the presenter's place in the program schedule. A preferential registration fee is set for authors/presentation. Registration may be done online at <http://memo2019.cim.org>
- Technical paper (not mandatory) or/and PowerPoint presentations must be submitted online before **October 20, 2019** at <https://www.xcdsystem.com/cim/abstract/index.cfm?ID=KOGf4Bc>
- Power Point presentations uploaded online is for the CIM technical library and will not be used for onsite presentation as we understand they change until the last minute.
- An LCD projector and a computer will be available in each meeting room. Please contact Chantal Murphy at [cmurphy@cim.org](mailto:cmurphy@cim.org) before **September 13, 2019** if special audio-visual equipment is required.
- Presenters are urged to attend a breakfast meeting on the day of their presentation - to meet their session chair and align.
- Presenters are requested to arrive in the session room where they are scheduled to present 15 minutes before the session starts, in order to upload their presentation in the computer. We will not use the Power Point presentation uploaded in the system.

For any other information, presenters may contact either their session chairperson or the CIM Conference Coordinator, Chantal Murphy at [cmurphy@cim.org](mailto:cmurphy@cim.org).

## 2. Guidelines for preparing your presentation

If you are not submitting a technical paper, instead we ask you to upload your Power Point presentation by **October 20, 2019**

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=KOGf4Bc>.

Power Point uploaded online is for the CIM Technical Library and will not be used for onsite presentation as we understand they change until the last minute.

The following guidelines are designed to help presenters with their preparation. These guidelines apply to slides projected directly from PowerPoint or other software.

The format of the conference allows for a **20 minutes** presentation, and a five minutes question and answer period.

- Slide layout: 16:9 aspect ratio
- Slides should clarify and complement what is spoken: avoid putting spoken words on slides.
- Many simple slides are better than one complex slide (limit to 7 lines or 20 words per slide).
- Allow one slide per minute.
- Use contrasting colours. A dark background with light text is visually-appealing.
- Avoid red or dark blue text: it does not project well.
- Double-spaced text is more legible.
- Sans serif font (e.g., Calibri, Arial) is more legible than a serif font (e.g., Times New Roman).
- Minimum font size 18 pt; headings should be at least 24 pt.
- Do not use ALL CAPITAL LETTERS.
- Ensure the line thickness is sufficient before transferring an image from a graphics package.
- Title slide should contain title, authors' names, date, and location of the presentation.
- Include a "Contents" or "Agenda" slide that identifies headings for discussion.
- Use a separate slide for the heading to be discussed and provide more information if required.
- Apply the same slide colour scheme used on the main title to the contents slides (for continuity).
- The final slide may display the company logo, to be left on the screen during the question period.

## 2. Authors' instructions for preparing technical paper

Technical paper is not mandatory, but highly recommended and must be submitted online by **October 20, 2019**.

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=KOGf4Bc>.

Technical paper submitted by the authors will be published in the CIM Technical Library. Therefore, all authors should carefully follow the instructions given below and read all pages in order to ensure high quality and uniformity in the publication. The copyright form must be signed and email to [cmurphy@cim.org](mailto:cmurphy@cim.org) by October 20, 2019.

### Language

The papers are written in English; abstracts are written in English also and must appear on the first page of the technical paper.

### Number of pages

The length of the technical paper, including all text, tables, figures, illustrations, references, etc., must not exceed eight pages (excluding abstract and biography).

### Style

Left, right, top, and bottom margins should be 2.5 cm (one inch). For uniformity, single-spaced justified text is required. Use double spaces between paragraphs.

### Type specifications

The font face should be Times Roman, Times New Roman, or CG Times, and the font size should be 11 points. Avoid using all uppercase and italics for the main body of the text.

### Text layout

The title of the paper should be centred. Use upper- and lower-case letters in bold type and font size 12. Two blank lines should be left between the title and author(s) name(s). Spell out each author's first name and provide a middle initial. Type the author's affiliation, in italics, immediately under each author's name. Enter three blank lines after the last author's affiliation. Begin the abstract and the biography with the words "Abstract" and "Biography", which should be centered and bolded.

### Equations and formulae

These should be typed centred and numbered consecutively with Arabic numerals in the order of their appearance in the text. Leave two spaces between the equation and the text, and between equations.

### Units and symbols

The International System of Units (SI) should be used, and symbols clearly defined in the text.

### **Figures / diagrams / photographs**

This category includes both drawn diagrams and photographs - they should be numbered consecutively with Arabic numerals in the order in which reference is made to them in the text without making any distinction between diagrams and photographs. The author should insert all figures as close as possible to the first reference made to them in the text, and captions should be typed in **bold**. Remember: each figure must have a caption.

### **Tables**

Tables must be placed directly on the page, and should be carefully planned as well as neatly typed with the captions above the tables. The first word of the caption and any proper noun should begin with uppercase letters; all other words should begin with lowercase letters. The caption should be left-justified. The tables should be numbered consecutively in Arabic, not Roman numerals (e.g. Table 2, **not** Table II).

### **References**

Each reference must be cited in the text by author(s) surname(s) and year of publication.

Examples:

(Peck et al., 1974)

(Graterol and Naldrett, 1971)

(Treagus, 1973)

References should be listed in alphabetical order at the end of the text in the style shown by the examples below. **Do not** abbreviate the title of the journal.

Examples:

PECK, R.B., HANSON, W.E., and THORNBURN, T.H., 1974. Foundation Engineering, 2<sup>nd</sup> Edition, Wiley, New York, 514 p.

GRATEROL, M. and NALDRETT, A.J., 1971. Mineralogy of the Marbridge No. 3 and No. 4 nickel iron sulphide deposits. Economic Geology, 66, p. 886-900.

TREAGUS, S.H., 1973. Buckling stability of a viscous single-layer system, oblique to the principal compression. Tectonophysics, 19 p. 271-289.

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