



MEMO 2017
Finding MEMO

Guidelines for Authors / Presenters

September 24 to 27, 2017
Saskatoon, SK, Canada

1. Important information

- The format of the conference allows for a **20 minutes** presentation and a five minutes question and answer period. It may differ if you are invited in a panel discussion session. In that case, your session chair will confirm the exact presentation time
- An email specifying their presentation date and time will be sent to each presenter on **August 10, 2017**.
- Presenters are urged to attend a breakfast meeting on the day of their presentation – to meet their session chair and align.
- Paper manuscripts (not mandatory) or PowerPoint presentations must be submitted online before **September 20, 2017** at <http://www.cim.org/en/TPMS-Event/Authordashboard>. Power Point presentations uploaded on the website will not be used for onsite presentation as we understand they change until the last minute.
- Presenters must register on or before **August 18, 2017** 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://memo2017.cim.org>
- An LCD projector and a computer will be available in each meeting room. Please contact Chantal Murphy at cmurphy@cim.org before **August 18, 2017** if special audio-visual equipment is required.
- 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.

2. Authors' instructions for preparing manuscripts

All paper manuscripts and PowerPoint presentations submitted by the authors will be published on the website. 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.

Manuscripts on paper are not mandatory, but highly recommended. Papers and/or PowerPoint presentation must be submitted online by **September 20, 2017**.

Language

The papers may be written in either English or French; abstracts may be written either in English or French and must appear on the first page of the manuscript.

Number of pages

The length of the manuscript, 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, 2nd 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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3. Presentation Preparation Guidelines

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

Preparing your slides

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

- Slides should clarify and complement what is presented; avoid putting spoken words on the slides.
- Several simple slides are better than one complicated one.
- For both single and dual projection, use duplicates if referring to the same slide more than once (blank blackout slides are more useful in dual projection to allow both projectors to be operated together).
- A dark background with light text is more visually-appealing for the viewer than the reverse. Also, avoid red or dark blue text as it does not project well either.
- Double-spaced text is more legible.
- Uppercase letters are more difficult to read quickly and should be used sparingly.
- When preparing slides using a computer package such as PowerPoint, the default font size in the standard slide layout is usually a sensible one (it's more legible when projected) so use nothing smaller than 20 points and keep titles larger than 36 points.
- If transferring a graph or plot from a graphics package, increase the line thickness first as the default line thickness is often invisible on projection.
- If slides are photographed from A4 sheets, the same sizes apply: text should be no less than 20 points (7 mm) or less than 36 points (13 mm) for titles.
- Spot all slides in the lower left-hand corner as seen when the slide is correctly oriented for viewing by hand - this will help you and the projectionist correctly load your slides.

General rules for legibility

- Keep it short, simple, and use one idea per slide.
- Use contrasting colours.
- Avoid vertical slides.
- Allow for one slide per minute.
- Use no more than five words in a title and eight words in a line; also, no more than seven lines and 20 words in a slide.
- Do not use all capital letters.
- Simplify tables: three columns by eight rows or five columns and five rows should be enough.
- If you can read your 35mm slide from a distance of 30 cm, it should be fine (however it would be preferable if it is legible at 40 cm).
- Text laid out on a landscape format A4 sheet should be legible at 1.8 metres.

PowerPoint Presentations:

Presenters are requested to show up in the session room where they are scheduled to present at least 15 minutes before the session starts to upload their presentation on the computer.

- The title, presenter and authors' names, date, and location of the presentation should appear on the main title presentation slide.
- There should be a "Contents" or "Agenda" slide that identifies headings for discussion.
- Use a separate slide for the heading to be discussed, and provide additional information, if required.
- For split-page section heading slides, place the imagery on the left-hand side and the section heading to support a specific theme on the right. Text should be centred above the organization's logo.
- For half-page image on text slides, the imagery should be featured on the left and accompanying text on the right. Imagery should directly relate to the accompanying text. Follow the section colour scheme or select an appropriate slide colour scheme to complement the image.
- For one-column text slides, the subheading should be in 20 point Arial bold. The heading text should be in 38 point Times Roman with 0.92 line spacing. Body text should be 20 point Arial with 1.09 line spacing.
- For two-column text slides, the subheading should be 16 point Arial bold. The heading should be 38 point Times Roman with 0.92 line spacing. Body text should be 16 point Arial with 1.09 line spacing and 0.55 paragraph spacing.
- For chart and diagram slides, the subheading should be 16 point Arial bold. In a two-column layout, charts and diagrams should be featured on the left and accompanying text should be on the right. A light wheat background may be used to highlight charts.
- Add quotations on separate slides as an effective means to create visual impact. Text specifications should be 26 point or 32 point Times Roman italic with 1.09 line spacing and 0.55 paragraph spacing. Centre the text box vertically ensuring that plenty of space is left above the footer text. The quotation attribution, where necessary, should be 20 point Times Roman centred.
- Concluding remarks may be in the form of a quote. To provide visual continuity, apply the same slide colour scheme used on the main title and contents slides. The final slide may display the company logo, which is left on the screen during the question and answer period.



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Please note that ALL presentations will be accepted in PowerPoint.

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FAX BACK TO CIM AT 514-939-2714 OR BY EMAIL TO CMURPHY@CIM.ORG BEFORE SEPTEMBER 20, 2017.