

Guidelines for Authors and Presenters



September 17-20, 2023

We're honored to have you as a presenter for our upcoming MEMO 2023!

For any information, you may contact the CIM Convention Planner, **Marie Tota** at mtota@cim.org

KEY DATES

June 12, 2023: Email sent to presenters to confirm their presentations.

July 31, 2023: Email to presenters with last details re: date and time of their presentations. Instructions.

August 11, 2023: Presenter's registration deadline.

September 1, 2023: Video record deadline for the video library

DID YOU KNOW ?

- The technical program will be presented in-person at TCU Place in Saskatoon. No virtual presentation.
- Presenters must register at the conference and pay the presenter fee.
- We kindly ask the presenter to focus the presentation on the content and to avoid any product or company promotion (no marketing presentation)
- After the conference, we will have a library with the video presentations. We ask you to record your presentation for the library and for the CIM Academy platform. Signing of a publication authorization form for the CIM Academy will be required.

INFORMATIONS

- The format of the conference allows for a **20-minute** presentation and a five-minute question and answer period.
- Slide layout: **widescreen16:9 aspect ratio**
- Presenters must register at the conference before **August 11, 2023**, to guarantee your place in the technical program schedule and your paper in the proceedings. A preferential registration fee is set for presenters. Registration is done online at [Registration MEMO2023](#)
- An email specifying **the presentation date and time** will be sent to each presenter **at the end of July 2023**.

RECORDED PRESENTATION

- We ask presenters to record your presentation for the video library available after the conference and for the CIM Academy. The recording can be done directly in technical program site [How to record your video](#) or from another system (like Zoom) and upload the MP4 in the technical program site by **September 1, 2023**.

- Presenters who accept their video presentations to be on the CIM Academy after the conference, must sign the [CIM Academy Publishing Authorization Form](#) before **September 1, 2023**.
- **Link to go back to the technical program site to:** [Abstracts submissions](#)
- Add or modify a co-author.
- Add or modify presenter biography.
- Upload [Copyright form](#) if you upload a technical paper.
- To record your presentation OR upload the MP4 recording of your presentation.

Please feel free to contact me for any questions.

Best regards,

Marie TOTA

Conference Planner

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