



**Environmental Division**  
**Annual Conference & Expo**  
**Reference Manual for Program Chairs**  
**2019-2020**

# Environmental Division Reference Manual

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## **1. Executive Summary**

The following is a “living document” that provides insights into the various aspects of the Environmental Program for the SME Annual Meeting & Exhibit. It includes discussions on the primary components of the division’s participation in annual meetings:

- Technical Sessions/Abstract Central,
- Environmental Luncheon,
- Outstanding Papers and Presentations,
- Field Trips,
- Short Courses.

The document is “living” in the sense that it should be updated frequently (annually) to reflect the experiences of past and current Environmental Program Chairs and to provide the subsequent Chair with an up-to-date document. This manual should be reviewed and revised soon after the national conference when experiences are fresh and deadlines are not urgent. In this way, it will serve as a current, valuable resource for Environmental Program Chairs. For each component, the timing/schedule of major activities throughout the year and observations/lessons learned are provided. Please note that the timing/schedule may change somewhat from year to year.

## 2. Executive Committee

The executive committee rotates from year to year, passing responsibilities and roles in an orderly fashion. The current committee progression and national meeting location is shown in Table 1. Roles shift at the close of the National Conference. The year listed is the year that the individual commenced in the role. The committee works on planning activities throughout the year through conference calls and occasional meetings.

**Table 1**  
**Executive Committee**

Year	2018	2019	2020	2021
Chair	Barbara Neilson	William Lipps	Leslie Watson	Brett Waterman
Vice-Chair	William Lipps	Leslie Watson	Brett Waterman	Andrea Martin
Secretary/Publications	Leslie Watson	Brett Waterman	Andrea Martin	Lisa Gonzales
Program Committee Chair	Brett Waterman	Andrea Martin	Lisa Gonzales	Julie Lucas Tentative
Program Planning Committee Chair	Andrea Martin	Lisa Gonzales	Julie Lucas Tentative	
Past Chair	Robert Mongrain	Barbara Neilson	William Lipps	Leslie Watson
National Conference Location	Minneapolis	Denver	Phoenix	

### 2.1 Other Divisions

Of the seven divisions active in SME, the Environmental Division is the best of all with definitely the smartest people. The divisions active in the SME national meeting are listed in Table 2. It may be helpful to coordinate certain activities with other divisions.

**Table 2**  
**SME Divisions**

Division	Point of Contact for 2019-2020
Coal and Energy	Susan Bealko
Industrial Minerals (IndMD)	Ebrahim Karimi-Tarshizi
Mineral & Metallurgical Processing (MPD)	Scott Shuey
Mining & Exploration (M&E)	Matt Blattman
Environmental	Andrea Martin
Health & Safety	Ali Lashgari
Underground Construction Association	Jamal Rostami

### 3. Technical Sessions and Abstract Central

Technical session coordination is a broad effort and focal point in annual meeting planning. Session planning begins during the previous year's annual meeting with observations of how the sessions went, attendance, bringing forward ideas for improvement and the like. Coordination with SME National and forming and directing a team of technical session chairs are critical. Student poster session is included in this section.

SME National manages Abstract Central, the database used to collect and manage abstracts for the entire national meeting for all divisions. Developing the technical sessions is an iterative process starting in the spring after the previous national conference. At a high level, the following steps are the process:

The incoming Program Committee Chair proposes a preliminary list of technical session titles/subjects. This is generally based on feedback from the previous year's annual meeting. The incoming Program Committee chair should attend the SME program Committee meeting on Wednesday Morning of the annual conference to start assembling ideas and chairs for the following year.

The list will be provided to SME National on April 5, 2019 and is the basis of the preliminary listing of technical sessions for the call for abstracts (typically July 1 to August 1).

Abstracts are reviewed, categorized, approved or declined, and distributed into sessions. Revise technical session titles and groupings.

The Program Committed Planning Chair is the student poster session chair and runs a parallel process of identifying universities, communicating the poster session expectations, and coordinating the session. Poster proposals are evaluated by a panel of three judges.

#### 3.1 Timing and Schedule: Technical Sessions and Abstract Central

Table 3 summarizes major activities and milestones for developing a successful technical session program.

**Table 3**  
**Technical Sessions and Abstract Central**

Approximate Date	Activity	Responsible Individual(s)
SME National Conference February 2018	<ul style="list-style-type: none"> <li>• Attend Environmental Division Executive and other planning meetings.</li> <li>• Attend each author's coffee. Work with program committee chair at author's coffee to meet chairs.</li> <li>• Gather Outstanding Presentation Award Evaluation forms from each session chair after each session.</li> <li>• Program Planning Committee Chair and other Executive Committee roles turn over at the close of the National Conference.</li> </ul>	Program Planning Committee and Program Committee Chairs

<b>Approximate Date</b>	<b>Activity</b>	<b>Responsible Individual(s)</b>
February 2019 to April 5, 2019	Preliminarily identify sessions and seek session chairs. Use previous chairs and those who express interest at the annual meeting	Program Planning Committee Chair
February 2019 to April 5, 2019	Meet or contact upcoming session chairs, and submit preliminary sessions topics, session chairs, and schedule to SME at the Environmental nominating and planning committee meeting	Program Planning Committee Chair
February 2019 to August 1, 2019	Keeping the Program Planning Committee Chair “in the loop”, the Program Committee Chair should begin to provide regular e-mails regarding sessions, and when/how to submit abstracts.*	Program Committee Chair
March – May 2019	Announce to the Executive Committee and to the upcoming technical session chairs the preliminary session topics, and instructions on abstract submittal.	Program Planning Committee and Program Committee Chairs
June 1 – August 1, 2019	Send reminder e-mails to session chairs to get their speakers to submit abstracts.*	Program Planning Committee Chair
June 1, 2019	Abstract Central opens.	SME/Tara Davis
May – November, 2019	Conference calls with SME and all program chairs	Tara Davis; Program Planning Committee Chair
August 1, 2019	Abstract Central closes (note: this is likely delayed couple of weeks to allow stragglers to come in). Preliminary Program based on this deadline.	SME National
August 1 – November 2018	SME adjusts and schedules sessions. Program Committee Chair works with session chairs to decide what papers remain in their sessions, and the order. Some sessions may not have a sufficient number of submittals, and others may have too many. Work with session chairs on “moving” presentations to get 5 – 7 per session. With limited sessions in 2020, some abstracts will be rejected.	Program Committee Chair
September – October, 2018	Email reminders to presenters to submit a manuscript by November 1.*	Program Committee Chair
November 1, 2018	Manuscripts are due.	Presenters
December, 2018 – January, 2019	Abstract Central re-opens for chairs and authors to make corrections. Reminder e-mail to chairs, with instructions on notifying authors.*	Program Committee Chair
January 2019	Abstract Central closes for good so that Final Program can be published	SME
January 2018	Finalization of sessions for Final Program.	SME
December 2017 – February 2019	Final communications to technical session chairs on upcoming conference. Ensure chairs and co-chairs have shared information of authors coffee, presentation guidelines etc.*	Program Committee Chair

\*Appendix A contains further detail schedule, tasks, template instructions, and other details to communicate to the technical session chairs.

### **3.2 Observations/Lessons Learned – Technical Sessions**

- Tara Davis, [davis@smenet.org](mailto:davis@smenet.org) and Raven Refuerzo, [refuerzo@smenet.org](mailto:refuerzo@smenet.org) are the key SME contact for the program and sessions.
- Having session co-chairs works well because of shared responsibility for getting presentations and in the event one of the co-chairs cannot make the annual meeting.
- A package of instructions and communications templates for the session chairs are assembled in Appendix A. The Program Chair is responsible for forwarding these instructions to the session chairs.
- The ideal number of presentations for a session is 5 to 7; with a maximum of 8. Sessions with under 4 presentations should be cancelled or combined with other sessions.
- Session chairs need to understand that they are responsible for filling their sessions and should be proactive in this respect – some chairs don't understand this responsibility.
- Some presenters may submit and eventually withdraw their abstracts during the period of abstract submission. The Program Planning Chair should work with the technical session chair and Tara Davis to either obtain a replacement presentation or shift the schedule to avoid gaps.
- Check Abstract central often to see the status of sessions and presentations.
- Budgets may cause speakers to not be able to attend the annual meeting. This can happen at a late date. International speakers have a higher probability of declining to present.
- Session chairs should check abstracts to their sessions to make sure they are appropriate. Session chairs will have to decide whether a presentation is appropriate to their sessions. Proposed changes and concerns should be communicated to the Program Committee Chair and the Environmental Division Chair.
- Presentations may be moved between sessions in the Environmental Program or other programs depending on the need to fill a session or a session having too many presentations. See Table 2 for a list of contacts.
- A session organizing Excel spreadsheet (template attached) has been put together (thanks to Patrick Gorman and others before) to assist in organizing the program, and papers within sessions.
- The schedule of presentations may change from the preliminary program to the final program – a presenter needs to be notified if the timing, location, etc. of his/her presentation has changed from the preliminary program.
- The Program Chair may wish to send out an email every couple of months to provide an update to session chairs. The update could include periodic status reports on the number of abstracts submitted to a session.
- After all the abstracts are in and the sessions have been somewhat identified (around end of August) propose a schedule to Tara Davis of when the sessions will occur, day and morning or afternoon. All 5 slots, Monday afternoon to Wednesday Afternoon, must be utilized for this schedule.
- Tara Davis may ask the Program Chair for a recommendation on a session to “stream”.

- Last minute adjustments may be needed – e.g., a session chair doesn't show up or presenters don't show up. Have some back up individuals to approach in those situations.
- Session chairs should not be allowed to change the order of presentations during the annual meeting as attendees may want to see a specific presentation at a specific time.
- The Program Chair should attend the “speaker-ready” sessions each morning of the annual meeting to make a final check on sessions and to thank all the session chairs and speakers for their participation.
- Session chairs are responsible for producing at least two judge/evaluation forms of their session. See Attachment A. These forms are collected and evaluated to award best presentation and other SME speaker roles such as Henry Krumb lecturers..
- After the annual meeting, the Program Chair may wish to send an email or other correspondence expressing thanks to the session chairs.

### **3.3 Observations/Lessons Learned – Abstract Central**

- Tara Davis is the key SME contact for Abstract Central.
- When accessible, Abstract Central is set up with tutorials and instructions. Most people submitting abstracts can navigate without assistance. For the session chairs and others who want more instructions, Tara schedules training sessions and on the spot assistance when available.
- The Program Chair may consider offering session chairs a training session led by Tara Davis on how to navigate Abstract Central (do this in early July).
- All presentations should be allowed 20 minutes including introductions and questions.
- Certain changes to a session using Abstract Central can only be made by Tara Davis.
- People can still submit abstracts after the August deadline but they won't be included in the Preliminary Program (but will be included in the Final Program). Encourage authors to meet the August 1 deadline.
- While Abstract Central opens in mid- to late-June with an August 1 deadline, many abstracts are submitted after the original August 1 deadline.

### **3.4 Outstanding Papers and Presentations**

SME and the Environmental Division recognizes outstanding papers and presentations. This is important to recognize and encourage excellence. Outstanding papers may be reprinted in Mining Engineering Magazine. Outstanding presentations provide recognition of meriting individuals. Table 4 provides tasks and time frames for implementing a broad collection of information to evaluate.

**Table 4**  
**Outstanding Papers and Presentations**

Approximate Date	Activity	Responsible Individual(s)
December 2019 – January, 2020	Establish Outstanding Papers Committee members for evaluating outstanding papers.	Program Chair and Program Planning Committee Chair
January - February 2020	Evaluate papers for selection as outstanding	Outstanding Papers Committee
February 2020 Environmental Division Luncheon	Name Outstanding Papers	Program Chair
February 2019, Annual Meeting	Compile session judge/evaluation forms to identify outstanding presentations.	Outstanding Presentations Committee
March – April, 2019	Present recommendations for outstanding presentations to Environmental Division Executive Committee; Environmental Division Executive Committee affirms recommendations	Outstanding Papers Committee
April – May 2019	Confirm outstanding presentations; present recommendations to Environmental Division Executive Committee	Outstanding Presentations Committee
April – May 2019	Approve or disapprove proposed outstanding presentations.	Environmental Division Executive Committee
April – May 2019	Authors informed via email of being selected for outstanding presentation	Program Chair
April – May 2019	Nominate outstanding presentations for Henry Krumb Lecture Series; makes recommendations to SME	Environmental Division Executive Committee
May 1, 2019	Submit article on outstanding presentations and papers for publication in June issue of Mining Engineering magazine	Environmental Division Secretary
June 2019	Environmental Division sends out certificates for outstanding presentations	Program Chair

### 3.4.1 Observations/Lessons Learned – Outstanding Papers and Presentations

Papers/manuscripts are available from SME at the end of January for outstanding paper review. Presentation review takes place after the National meeting. The Planning Chair is responsible to assemble a team to review evaluation forms to identify outstanding presentations. A template of Evaluation Forms and instructions are included in Appendix A. It is recommended that at least two evaluators judge each session, which can include the session chair. There should be a maximum of two evaluation forms per session.

#### 4. Environmental Division Luncheon

The Environmental Division Luncheon is organized by the Executive Committee as a ticketed event.

**Table 5**  
**Environmental Luncheon**

Approximate Date	Activity	Responsible Individual(s)
June-August 2019	Identify speaker	Program Planning Committee Chair
Early- to mid-September 2019	Speaker and title of speech need to be provided to SME for incorporation into Preliminary Program	Program Planning Committee Chair
December 2019 – February 2020	Script for Environmental Luncheon developed; feedback obtained from Environment Division Executive Committee	Tessa Baxter
February 2020 (prior to conference)	Evaluation of papers for selection as outstanding papers to be presented at Environmental Luncheon	Program Planning Committee Chair
February 2020 (prior to conference)	Notify outstanding paper authors, invite to luncheon. Clarify if authors need to purchase tickets.	Program Planning Committee Chair
February 2020 Environmental Division Luncheon	Present Outstanding Paper Certificates	Program Chair

#### **Observations/Lessons Learned – Environmental Luncheon**

- Jackie Dorr and Tara Davis are the key SME contacts for the Environmental Luncheon.
- Announce outstanding papers (authors do not get free Luncheon tickets).
- Luncheon Speaker
  - Need to have speaker and title of speech in time for Preliminary Program (approximately early- to mid-September)
  - Short speech of about 20 minutes is best; leave time for questions and for attendees to get to the afternoon sessions
  - Meet with the luncheon speaker prior to the luncheon if possible
  - Get a short bio to introduce the speaker
  - Review the luncheon speaker’s slide presentation prior to the luncheon if possible
- Environmental Division may provide complimentary tickets for students, posters session winners, etc.

## 5. Field Trips

Field trips can be an attractive event for the National meetings. SME coordinates and arranges the logistics. The divisions can contribute ideas, contacts, and other resources to the field trip effort as desired and appropriate. Table 6 provides tasks.

**Table 6**  
**Field Trips**

Approximate Date	Activity	Responsible Individual(s)
March – May 2019	Identify individuals with local knowledge of area and potential field trip ideas.	Program Planning Committee Chair
June-August 2019	Identify, develop Field Trip proposals, formulate description to submit to SME	Program Planning Committee Chair
Early- to mid-September 2019	Coordinate with SME upon field trip approval. Other divisions will be submitting field trip ideas also.	Program Planning Committee Chair
January before annual meeting	Field Trips finalized (field trips with insufficient interest cancelled)	Program Planning Committee Chair
Annual Meeting	Field Trips	Others

### Observations/Lessons Learned – Field Trips

- Tara Davis is the key SME contact for field trips.
- Need to provide write-up on field trip(s) to SME in time for Preliminary Program (approximately mid-August).
- Field trips need to consider location and weather (e.g., Denver winter weather may be an obstacle for field trips distant from Denver).
- Field trips need to be intensely marketed to make successful.
- SME will let you know about whether field trip has adequate registration. If registration is lacking in January, a field trip may be canceled.

## 6. Short Courses

Short courses can be an excellent opportunity to highlight certain topics in a manner that far exceeds presentations within the technical sessions. Short courses are highly individual and whomever presents one must understand the investment and commitment of conducting one.

**Table 7**  
**Short Courses**

<b>Approximate Date</b>	<b>Activity</b>	<b>Responsible Individual(s)</b>
March – May 2019	Identify individuals with ideas and/or interest in hosting a Short Course.	Program Planning Committee Chair
June-August 2019	Identify, develop Short Course proposals and formulate description to submit to SME.	Program Planning Committee Chair
Early- to mid-September 2019	Coordinate with SME upon Short Course approval. Other divisions will be submitting Short Course ideas also.	Program Planning Committee Chair
January before annual meeting	Short Course finalized (courses with insufficient interest cancelled)	Program Planning Committee Chair
Annual Meeting	Short Courses	Others

### **Observations/Lessons Learned – Short Courses**

- Tara Davis is the key SME contact for the Short Courses.
- Short course forms need to be completed and provided to SME in time for Preliminary Program (approximately early- to mid-August).
- Short courses need to be intensely marketed to make successful.

SME will let you know about whether short course has adequate registration – periodic updates on short course registrants are provided by SME. If registration is lacking at the end of January, a short course may be canceled.

## **7. Additional Thoughts**

Consistent, clear, and timely communications and follow-up reduce the chances of failure. Some of the more challenging issues to mitigate include no-show presenters or session chairs. By engaging with the presenters and authors early and often, they feel more obligated to fulfill their commitments or notify you earlier that a change of plans has occurred. This manual is designed to assist planning and organizing with that in mind.

Presenters submitting a paper is highly encouraged and we need to nurture and market that result. Preparing a paper typically takes more time than preparing a presentation. Appendix A contains some templates to assist in nurturing that outcome.

Most authors and presenters are very busy and may travel a lot professionally. Communicating with some authors/presenters may take additional patience and follow up. At a certain point however, if a commitment appears to be falling through from a lack of communication and response, encourage the session chairs to consult with the Program Planning Committee Chair to attempt to resolve the issue.

After planning and committee work has been accomplished, it's time to go with the flow. It an obligation of each and every committee member to have fun. Be flexible; and as Bobby Unser said:

*Success is where preparation and opportunity meet.*

## **Appendix A**

### **Communication Package for Technical Session Chairs**

#### **8. Email Examples**

##### **8.1 Session Topic Solicitation**

We're planning the Environmental Division Program for SME's 2020 Annual Conference. And we need your help!

Hi there, as a valued member of the global mining community, we'd love your help with the Environmental Division's program for the 2020 SME annual conference. The Environmental Division planning committee is currently soliciting technical session proposals for the 2018 conference that will be in Phoenix February 25-28, 2020.

We encourage innovative session proposal submissions from people at all stages of their careers. Below are some session topics to get you started.

- Water Treatment
- Tailings Management
- Social Responsibility and Mining
- Permitting and Policy Amidst Uncertainty
- Closure covers and climate change
- Watersheds and Mining; Where (scale), who, when, and CSR

Please share this email with others and send in your suggested session topic, a 2-3 sentence abstract describing the session and the contact information for the session's chair and co-chair by emailing [leslie@watson-environmental.com](mailto:leslie@watson-environmental.com). A response by April 14, 2017 is greatly appreciated.

##### **8.2 How to Edit Session Titles**

Greetings

We have made very good progress on the 2018 Environmental Program Session and in identifying Chairs and Co-chairs for next years' conference. During the planning meeting a couple people mentioned that having a short abstract about the session would make it easier to determine the best fit for proposed presentations. To help us meet the program planning timeline, the following documents which are also available on the 2018 Environmental Division Program SharePoint site. The documents are available both on that SharePoint site and via the links below.

The Ask: Please edit the Session titles listed in this document Draft Session Titles and provide a short 2-3 sentence abstract and the Chair and/or Co-chair name by April 14th. As mentioned during the 2018 Program Planning meeting there is a bit less space and we want to make sure that the sessions offered have clear value to SME members and result in sessions that are well attended.

Editing documents Online tips and tricks

Clicking on the link above opens the document Reading View. To make changes to your document, switch to Editing View, where you can add and delete content. To edit, Click Edit Document > Edit in Word Online to make changes to a document.

You can do these tasks in both Reading View and Editing View:

- View and add comments.
- Share a document so you can work together with other people at the same time.
- Download a copy.
- Print.

### **8.3 Request for Chair Contact Information**

Note this email ends up being sent to different people during April and May.

Greetings **Chair Name**,

Thanks for the reply and welcome to the SME 2018 conference and the Environmental Division program. For the conference I have been requested to provide the following information for each chair and co-chair.

Name  
 Company/Academic Institute  
 Mailing Address  
 Phone  
 Email

Thank you!  
 Sincerely yours,

### **8.4 Email to people inquiring about SME Session Topics**

Greetings (example)

I am following up after our site visit and the sessions for the 2018 SME annual conference. I thought the community farming at the site was very interesting aspect of stakeholder engagement. SME will be sending out information requesting session abstracts and I thought some of these might be of interest to you and your colleagues. SME's 2018 annual conference will be in Minneapolis, Minnesota from February 25-28, 2018. The Environmental Division session topics are:

- *Emerging Technologies in Water Treatment: Active and Passive Approaches*
- *International Environmental Regulations*
- *Geochemical Modeling – What is Working? (ADTI-MMS)*
- *Climate Change and Reclamation Modeling*
- *Circular Economy and Mining*
- *Mother Nature to the Rescue; how natural methods can lead to an inherently stable site.*
- *The Politics of Mining: emphasis on government policy and the mining industry*
- *Climate Change and Vulnerability Assessments; Are there risks to mining projects and closure?*
- *Effective Wastewater Management*
- *Quantitative methods for community engagement*
- *The Benefits of Stakeholder Dialogue: Creating Shared Value in the Mining Sector*

SME will be announcing the request for abstracts soon. If you have questions in the meantime, please email questions about the session to this year's environmental division planning chair [leslie@watson-environmental.com](mailto:leslie@watson-environmental.com).

## 8.5 Abstract One Notice to Chairs

### 2018 Environmental Program

Greetings Chair Name

Thanks to you we have a great program planned for the 2018 SME conference. Over the next few weeks SME will be preparing to start accepting abstracts for papers and/or presentations through the AbstractOne website. Additional information on how to submit abstracts will be posted to the SME community page as well as on the SME website.

During the next weeks please reach out to people whom may be interested in presenting during your session titled Mother Nature to the Rescue; how natural methods can lead to an inherently stable site. Each session usually has 5 to 6 presentations and your help with contacting people in advance is greatly appreciated and helps us have a really high-quality program for the SME members.

Sincerely yours

## 8.6 SME 2018 Annual Conference; Review Abstracts for Session

Greetings!

I just wanted to let you know that it would be helpful to have you review the 13 abstracts submitted for your session on the <https://sme2018.abstractcentral.com/> site. SME's conference organizer has asked that we review at the abstracts submitted and consider the following questions about the abstracts. I would greatly appreciate if you could review the abstracts submitted by September 4th.

Abstract Review

- Do I have enough abstracts (minimum 4)?
- Too many abstracts (max of 8)?
- Is the abstract applicable to my session?
- Are they good quality?
- Are any too commercial?
- Is this unique content?
- Is the author committed to attend and present?

The complaints of conference attendees are the following:

- Too much overlapping content
- Too many sessions to hear the all I am interested in
- Too many presentations that are old news

This year's conference space is smaller than in the past and there is not space to add any more sessions to the 2018 conference, however here are some sessions that may also be a good fit for some of the abstracts submitted to your session. Please do not remove or relocate abstracts before letting me know. Sometimes the abstract is more appropriate for a different session. If an abstract(s) need to be moved to another session please let me know and I will work with SME to reassign the abstract.

- Environmental: Uberization Breakthrough's in HSEC Risk Management - - Getting Ahead of the Curve with Successful Step Changes

- Environmental: Climate Change and Reclamation Modeling
- Environmental: Climate Change and Vulnerability Assessments; Are There Risks to Mining Projects and Closure?
- Mining & Exploration: Technology: Technology on the Iron Range

I do appreciate a suggestion from you on alternative sessions for abstracts. If you think an abstract should just be rejected please let me know too and I will work with the SME conference organizer who can remove it and advise the author if we are cancelling the abstract.

To check your session abstracts:

- Log in to <https://sme2018.abstractcentral.com/>
- o You will need to remember your password or click on forgot password for a new one.
- After you are logged in, click on the “Session” tab at the top of the screen.
- To view the actual abstract content, right click on your session line.
- o Choose "add abstract".
- o A pop-up will appear.
- o Expand it or scroll down to see abstracts submitted.
- o Double click on the Control ID number that is underlined for all abstract and author details.

Helpful hints:

Do not use IE if at all possible

Disable pop up blockers.

know your password.

Make sure you are logging into the 2018 SME site not another years site or the SME site.

Remember when in doubt...scroll down to see what you may be missing.

Please not delete abstracts before checking with me.

Thanks for making the 2018 SME/MN Annual Conference & Expo Program a success!

Sincerely yours,

## **8.7 RE: SME 2018 Conference Session Information**

Greetings **Chair Name**

First of all, thank you for chairing a session and contributing to the conference success! This email should provide you the information you need to contact your presenters for a successful Environmental technical session. You will receive a separate email to address the judging and evaluation instructions for your session which is scheduled to start at 9:00 AM on February 28, 2018 in the L100G room.

Regarding the session presentations currently included in the session, the table below shows the date, location, and presentation information, including the email for the lead author.

Environmental: Quantitative Methods for Community Engagement  
 Awuah-Offei, Kwame  
 kwamea@mst.edu

Investigating the key parameters of an agent-based model of mining community preferences for managing social risks 1

Nakagawa, Masami  
mnakagaw@mines.edu

Information Diffusion as a Mechanism for Evolution of Social Networks 1

Que, Sisi  
sq3g3@mst.edu

Using Discrete Choice Theory in Mining Stakeholder Analysis: A Case Study in the United States 1

UR REHMAN, ATTA  
aurc42@mst.edu

Investigating information diffusion potential of social media networks for effective community engagement 1

Wang, Liang  
lw38c@cqu.edu.cn

Eliciting Drivers of Community Perceptions of Mining Projects through Effective Community Engagement 1

I have attached the 2015 instruction packet from SME. This packet has some helpful documents for you as the session chair. Apologies they are from 2015, however, wisdom is timeless. Please contact your presenters by January 15 to confirm they are still presenting. They must register for the conference as well. Here is some suggested text for an email to them that may be helpful.

*Good day all,*

*Thank you for presenting in the upcoming 2018 SME Annual Conference & Expo, to be held at the Minneapolis Convention Center in Minneapolis, Minnesota February 26 – 28, 2018. Your talk is shown on the schedule included with this email in a technical session entitled Quantitative Methods for Community Engagement.*

*Author's Coffee*

*You are required to attend the Author's Coffee (Look for the room location at the conference) on Wednesday, 2/28/18. I will be there to receive your presentation slides and provide last minute instructions, and you can meet and interact with other presenters.*

*Timing Your Presentation and Staying on Schedule*

*We have a number of speakers, all of whom look to have very interesting presentations. As co-chairs, Sisi and I will do our best to keep us all on schedule during the session. Staying on schedule is a courtesy to your fellow speakers and to the conference attendees who plan their talk attendance by the schedule provided in the program. Each speaker is allowed 20 minutes, which includes time for introductions, your set up at the podium,*

*your presentation, and questions/answers. Please time your talk to accommodate all of these. A 16 to 18-minute presentation is a good rule of thumb.*

*Other Recommendations*

*Please be present at your session at least 10 minutes before it starts to check the audio visuals and confirm your slides are correctly loaded.*

*Please avoid a “sales pitch”.*

*Follow good presentation practices. Outlining your presentation topics and ending with conclusions or lessons learned and benefits is helpful to the audience.*

*SME evaluates all presentations and puts forward excellent ones to be considered on our “Outstanding Presentations” listing.*

*Please keep my contact information handy for any last-minute communications.*

*Registration*

*Information, including the full technical session schedule, can be found at <http://www.smeannualconference.com/>. Please note that all attendees, including presenters must register and pay for attendance to the conference.*

Thank you for your time and attention to this, we are looking forward to working with all of you.

I hope all is well,