



**Maintenance, Engineering and  
Reliability/Mine Operators**  
Conference & Trade Show

## SHORT COURSES GUIDELINES

The MEMO 2025 Conference organizing committee invites proposals for short courses to be presented in person, in Calgary, Alberta, Canada on September 28<sup>th</sup>, 2025. Short courses offer participants an opportunity to enhance their professional competence, stimulate their interest and understanding and provide a practice update for current standards and techniques through interactive instruction.

### Important Dates

February 28, 2025: Deadline to submit

March 31, 2025: Notification of acceptance

August 18, 2025: Decision on whether the short course will take place

September 22, 2025: Short course notes ready (PDF format) and sent to all participants

### MEMO Conference Audiences

- Underground Mine Operations
- Surface Mine Operations
- Consulting Engineering and Design
- Mining Equipment Suppliers
- Safety and Standards in Mining
- Engineering and Maintenance for Stakeholders and Students

### Costs

The following costs associated with the short course will be absorbed by CIM:

- The short course host/main instructor can submit expenses deemed reasonable – to a maximum of \$500 per day.
- Up to 2 short course presenters per course are granted a 50% discount on convention registration.
- All costs related to short courses are paid by CIM (meeting space, A-V, Food & Beverage, course materials and public Wi-Fi).

Short courses will not take place unless they break even financially. Depending on the cost of the conference venue, this typically would require a minimum of 15 attendees. The final decision on any short course cancellation will be administered by the CIM Manager and will be announced 30 days before the conference.

## Evaluation Process

Once submitted, your course application will be reviewed by CIM's societies and/or CIM's Professional Development Committee for consideration. Proposal applications that fail to meet all guidelines or are incomplete will not be considered for review. CIM cannot guarantee that your course will be accepted.

Submissions will be evaluated on the following criteria:

- Clarity, depth and specificity of proposal
- Timeliness and relevance of subject matter
- Qualifications, expertise and experience level of instructor(s)
- Course submissions must be completed with all required documentation/information.
- Acceptance of a proposal is based on the content and the instructors named at the time of submission. Any changes to content or instructors must be conveyed to CIM in advance. CIM reserves the right to reassess suitability.

## Course Notes

The notes will be provided by the short course organizer in electronic format to the participants. Therefore, all participants will be required to bring their laptop or print their own notes prior to the meeting. CIM will not print copies on site. CIM will provide the short course organizer a list of attendees 1 week prior to the short course date.

## Course Length

Generally offered in either half-day (4 hours), full-day (8 hours) or 2-day course (16 hours) format.

## Typical Schedule of a full-day short course

08:00	Registration opens
08:30-10:00	Course
10:00-10:15	Break
10:15-12:00	Course
12:00-13:00	Buffet lunch
13:00-15:00	Course
15:00-15:15	Break
15:15-16:30	Course

The short courses may end at any time, but we do recommend 1 hour for lunch and two breaks for a full day course. **All short courses must break for lunch at the same time as lunch is served in a common room for all.** Breakfast will not be served.

## Audio-Visual Provided

The following is included in each short course room. The organizer must find out if any additional equipment is needed so that CIM can evaluate the cost.

One (1) of each: Tripod screen, computer projector, laptop computer, laser pointer

One (1) of each: Podium microphone, wireless lavalier microphone

## Short course registration fees

- Regular ½ day: \$250 / Students: \$75
- Regular Full Day: \$500 / Students: \$125
- Regular Two-Day: \$825 / Students: \$200

A post-course evaluation will be conducted, and a certificate of completion will be provided to all participants.

### **Surplus Sharing**

Short course surplus (revenues minus all expenses) will be split as follows in each case:

- 75% of surplus to CIM
- 25% of surplus to be paid out to the short course instructor

### **How to Submit**

You must submit your proposal using the online submission form. Proposals sent by email will not be considered. Click the link below to begin

<https://www.xcdsystem.com/cim/abstract/index.cfm?ID=Qa0Nut4>

### **Key Contact**

If you have any questions, please email Victoria Burnie, Professional Development Specialist: [vburnie@cim.org](mailto:vburnie@cim.org) or [professionaldevelopment@cim.org](mailto:professionaldevelopment@cim.org)