



SMA ENVIRONMENTAL FORUM 2023

PRESENTATION TEMPLATE

Suggestions on How to Prepare a Presentation

! Do not use the SMA design of this presentation!

Saskatoon, Saskatchewan October 18-19, 2023

○ *Mining... GREAT for Saskatchewan!*

Introduction



- Presentations for the SMA Environmental Forum 2023 must be prepared in MS PowerPoint
- Presentations must be in **widescreen (16x9)** format
- This presentation is a sample template
- You are kindly asked to consider it when preparing your presentation; however, presenters may prepare their presentations according to their needs

○ Mining... GREAT for Saskatchewan!

Start



- Decide on presentation design
 - Choose your company/organization presentation template or
 - Create your own
- Do not use the SMA design of this presentation

A Few Tips



- Keep It Simple
- Keywords only
- Minimize the use of sentences
- Refrain from simply reading your slides, talk freely
 - no one appreciates a talking PowerPoint Head 😊
- Conclude with a **Take Home Message(s)**

○ Mining... GREAT for Saskatchewan!

Instructions



- Maximum length of presentation is 30 minutes (20-25 minutes presentation, 5-10 minutes for questions/transition to next speaker).
- Please be respectful of the time constraints as other presenters have interesting presentations as well.
- You must submit your presentation to Brad Sigurdson at bsigurdson@saskmining.ca
- The deadline for submission of the presentation in PPT/PPTX format is **Friday October 13, 2023**. Submission prior to this date is encouraged and changes to submitted presentations will be allowed until the above deadline.

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Conclusions



- Presentations will be posted on the SMA website as unedited presentations in PDF format by December 2023. The Programme Committee acknowledges that some presented information may be provided by a third party, and as such, the SMA will accept presentations that have been modified from their originally presented form, **where authors receive prior approval from the SMA from Brad Sigurdson at bsigurdson@saskmining.ca**. All other presentations will be posted on the SMA website as presented at the forum.