



CIM vancouver **CONNECT** may 3-6, 2026 **convention + expo**

SHORT COURSE GUIDELINES

The **CIM CONNECT 2026** organizing committee invites proposals for short courses to be presented at the Convention in Vancouver, British Columbia, Canada on **May 2 & 3, 2026**. Short courses offer participants an opportunity to enhance their knowledge, learn new skills, and better understand current standards and techniques through interactive instruction.

Important Dates

October 31, 2025	Deadline to submit proposal
November 28, 2025	Notification of short course acceptance
April 3, 2026	Decision on whether the short course will take place
April 27, 2026	Short course notes ready (PDF format) to be sent to all participants

CIM Convention Audiences

- Underground Mine Operators
- Surface Mine Operators
- Exploration and Mine Geologists
- Mining Financial Experts
- Human Resources Professionals
- Leaders in Environment, Sustainability, and Community Relations

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.
 - “Reasonable expenses” are defined as costs that are directly related to the preparation and delivery of the short course. These may include transportation to and from the conference venue on the day of course delivery, additional course materials or supplies used during the session, and any other expenses incurred specifically for the purpose of delivering the course. Expenses associated with participation in other aspects of the conference or unrelated activities are not eligible for reimbursement.

- Up to two presenters per short course are eligible for a 50% discount on convention registration if they choose to attend the convention following their course.
- All costs related to the delivery of the short course are paid by CIM (meeting space, AV, food & beverage, and public Wi-Fi).

Short courses will not take place unless they break even financially. Depending on the conference venue's costs, this typically requires 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 technical societies 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:** A well-defined, detailed proposal with clear learning objectives.
- **Relevance:** Timely topics aligned with industry needs and CIM's technical societies.
- **Expertise:** Led by subject matter experts with proven presentation experience.
- **Course Design:** A balanced approach that integrates theory, case histories, real-world examples, and practical applications.
- **Interactivity:** Use of engaging tools such as exercises, videos, breakout sessions, samples, props, and polling.
- **Educational Focus:** Content is educational and non-commercial in nature.
- **Completeness:** All required documentation and information are provided at the time of submission.

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 course notes are to be provided in PDF format to the participants approximately one week before the scheduled short course. Therefore, all participants are instructed to bring their laptop or print their own notes before the session. CIM will not print copies on site. CIM will provide the short course organizer a list of attendees one week prior to the short course date.

Course Length

Short courses are 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 Desk opens
09:00-10:00	Course
10:00-10:15	Refreshment Break
10:15-12:00	Course
12:00-13:00	Buffet Lunch
13:00-15:00	Course
15:00-15:15	Refreshment Break
15:15-17:00	Course

While your short course may finish earlier, we recommend scheduling a one-hour lunch break and two shorter refreshment breaks for a full-day course. All courses will pause for lunch at 12:00 PM, as it is served in a shared space for all short course participants.

Audio-Visual (AV) Provided

The following AV equipment 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: \$350 / Students: \$175
- Regular Full Day: \$600 / Students: \$300
- Regular Two-Day: \$975 / Students: \$500

Course Promotion

CIM actively promotes all short courses through our communication channels, including social media, email newsletters, and other targeted outreach. Instructors play an important role in maximizing the reach and impact of this promotion. We ask that instructors support the marketing of their course by sharing information through their own professional networks, both online and in-person.

To assist with this, CIM will provide media templates and promotional materials that can be easily adapted for your audiences. We also encourage instructors to create a short (1 minute) video introducing themselves and outlining the key benefits and learning outcomes of the course. These videos can be used across CIM's promotional platforms and shared by instructors to further engage potential participants.

Working together, we can ensure strong visibility for your course and help attract a diverse and engaged audience.

Post-Course Evaluation & Certificate

Following the short course, participants will be invited to complete a post-course evaluation, which will be shared with the course instructors after the convention. All attendees will also receive a Certificate of Completion indicating the number of Professional Development hours earned.

Surplus Sharing

After the conclusion of the short course, CIM will calculate the financial surplus by deducting all direct expenses (e.g., room rental, AV, electrical, food & beverage, other related expenses) from the total course revenues. The remaining surplus will be shared between CIM and the course instructor(s) as follows:

- **75%** of the surplus will be retained by CIM
- **25%** of the surplus will be paid to the short course instructor(s)

Surplus payments to instructors will be processed after all course expenses have been reconciled.

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 or professionaldevelopment@cim.org