

# Author & Presenter Guidelines

#ALTA2022



## ALTA 2022



20-27 May | Perth, Australia | Online

**Nickel-Cobalt-Copper,  
Uranium-Rare Earths,  
Gold-PM, In-Situ Recovery,  
Lithium & Battery Technology**

**CONFERENCE & EXHIBITION**

*ALTA - a leading platform for innovation since 1995*

### Hybrid Event

in-person for Australian attendees, online for internationals

26th annual event

Thank you to our partners and co-sponsors



[www.altamet.com.au](http://www.altamet.com.au)

Dear Presenters

Thank you for your participation in [ALTA 2022](#), our 26th annual conference.

Please note that abstracts and papers must be formatted and submitted in accordance with the Author and Presenter Guidelines (“Guidelines”). Submission of an abstract is deemed to be acceptance of the Guidelines, including copyright. Further information including tools, templates and FAQs are available from the conference website.

Thank you for your cooperation.

ALTA Metallurgical Services  
ALTA 2022 Organiser

Deadlines		
<b>May 15</b>	<p><b>Abstract submission</b> (provisional deadline) Abstracts must be prepared using the <a href="#">conference template</a> and submitted via the conference website. All accepted abstracts will be published.</p> <p><b>Presenter bio and photograph</b> Presenter bios and photos will be published on the conference website.</p>	<a href="#">Submit</a>
<b>August 15</b>	<p><b>Registration</b> Each paper receives one discounted presenter registration; co-presenters and co-authors must register using applicable rates. Further discounts for sole consultants, unemployed or retired presenters.</p>	Link TBA
<b>September 1</b>	<p><b>Papers</b> Papers must be prepared using the conference template and in accordance with the Author and Presenter Guidelines. Papers that do not comply may be returned for reformatting. Delegates will download papers from the conference website during the event.</p>	Link TBA
<b>April 8</b>	<p><b>Recorded presentations (International Presenters only)</b> All presentations will be pre-recorded and played ‘live’ at the appointed timeslot. We will be in contact with you closer to the event with further information.</p>	
<b>June 3</b>	<p><b>Final revisions</b> Edits will be invited after the conference prior to production of the final proceedings. If you wish to update your paper, ALTA will send the master version of papers to presenters for edit and return. Note: Updates of the original paper will not be accepted.</p>	

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### 1. Abstracts

- [Submit online](#) by **15 May**. Email submissions not accepted.
- Abstracts must be prepared using the [conference template](#). Minimum 250 words, maximum one page. Please check spelling and grammar carefully. Accepted abstracts will be published as submitted. [Sample abstract](#)
- Notification of acceptance into the program will be sent by email.
- By submitting an abstract you agree to present your paper at the conference if your abstract is accepted. All presenters must comply with deadline dates, including paper submission, registration and payment.

### 2. Copyright

- ALTA's policy is to share copyright with authors, therefore authors are not permitted to assign copyright to a third party.
- Authors are not permitted to publish the full papers on social media but are encouraged to publish the abstract on social media before and after the conference.
- Authors may publish papers on their corporate website, provided there is written acknowledgement that the paper was presented at ALTA 2022.
- Authors may present the paper at another conference after ALTA 2022 provided the paper includes acknowledgement that the paper was first presented at ALTA 2022.
- Authors may publish their paper in third-party publications provided the paper includes acknowledgement it was first presented at ALTA 2022.
- Warning: Please research any journal prior to publishing as authors may be approached by predatory publishers. For possible suspect publishers, visit <https://beallslist.net/>.

### 3. General information

- The conference will be held at Pan Pacific Perth, 207 Adelaide Terrace, Perth, Western Australia.
- The dress code for the conference and social functions is business suit or business casual.
- Onsite parking at Pan Pacific Perth is available \$18/day.

### 4. Presenter briefing

- **All presenters must attend the presenter briefing on the day of presentation.**
- Bring your presentation to the briefing on a USB stick.
- The briefing is held at 7:30am in the Goldsworthy room and breakfast is provided. This important gathering includes introductions, program updates and AV familiarisation.

### 5. Registration

- All presenters must register and pay the associated fees by **20 April**. Registration is now open.
- Each paper attracts one discounted presenter registration only. Co-presenters and co-authors must register using applicable rates. Presenter registrations are not transferrable. Sharing is not permitted.
- Presenters receive substantial discounts off standard registration fees (one per paper). Sole consultants receive further discounts. Student presenters may register using the student rate.

### 6. Accommodation

- The guaranteed cheapest available rates are offered to conference attendees via the official online booking service or by contacting the hotel directly and quoting ALTA 2022.
- No pre-payment required, and cancellations are accepted until 4pm on the day of arrival without penalty.

### 7. Visa

- All non-Australian passport holders will require a visa to enter Australia. We strongly encourage you to commence the application process no later than **eight weeks prior to the conference** (by 25 March).
- For information on visa requirements and applications, please visit the [Department of Home Affairs](#).
- Lodge the application early as processing can take up to eight weeks. If using an agency, check progress regularly.
- Letters of invitation may be requested by contacting [alta@encanta.com.au](mailto:alta@encanta.com.au)
- Fact sheet: [General information for visa applicants](#)
- Fact sheet: [Visa options for business conferences, seminars, trade fairs and expos](#)

### 8. Presenter bio and photograph

- Presenters will be required to upload a short biography and photograph during the submission process, please ensure you have the below prepared as part of your abstract submission process.
- Prepare a brief bio (125 words max) in conversational format and submit online during the abstract submission process. The session chair will read the bio to introduce you to the audience.
- Photos should be a square head-and-shoulders image in JPG or PNG format. Dimensions 500x500px.
- Presenter bios and photographs will be published on the conference website.

### 9. Papers

- Submit online via the conference website by **1 September**. Email submissions not accepted. All papers accepted into the program must be presented.
- Presenters must prepare a paper for the proceedings and a presentation for the online conference.
- Papers must be prepared in accordance with the formatting guidelines. [Papers that do not comply may be returned for reformatting](#).
- Papers must be prepared using the conference template. Name the document file using the session name and surname of presenter (e.g. NCC-TAYLOR).
- Papers must have a technical focus; marketing-based papers are not appropriate and will not be accepted.
- Typical length of papers is 8-15 pages, although longer papers are welcome.
- Papers must be presented in the English language.
- Ensure detailed spelling, grammar and English language checks are complete; we recommend review by a native English speaker.

### 10. Papers - formatting

<b>Page Layout</b>	<p>Paper Size: A4 (297mm long x 210mm wide)</p> <p>Margins: Top 1.8cm, Bottom 1cm, Left 2cm, Right 2cm</p> <p>Layout: Header 0.5 cm, Footer 0.5 cm</p> <p><u>Do not add page numbers</u>. These will be added during the publishing process.</p>
<b>Title Page</b> (Abstract)	<p>The first page of the paper is the abstract, including title, author/s, affiliation/s and countries, plus name and email address of presenter and corresponding author.</p> <p>Refer to the abstract template for formatting</p> <p>Title: Arial 11-pt bold capitals (centred)</p> <p>Abstract heading: Arial 11-pt bold capitals (centred)</p> <p>Text: Arial 10-pt</p> <p>Name of presenter and corresponding author: Arial 10=pt bold</p>
<b>Table of Contents</b>	Do not include

<b>Headings</b>	<p><b>Do not use section numbering</b></p> <p>Heading level 1: Arial 11-pt bold all capitals (centred)</p> <p>Heading level 2: Arial 11-pt bold title case (left aligned)</p> <p>Heading level 3: Arial 10-pt bold title case, italic</p> <p>Heading level 4: Arial 10-pt title case, italic</p>
<b>Text</b>	<p>Arial 10-pt (black)</p> <p>Alignment: justified (headings and titles excepted)</p>
<b>Spacing</b>	<p>Single line spacing with one line between paragraphs</p>
<b>Bullets</b>	<p>One line between bullets</p>
<b>Figures</b>	<p>Centre on page</p> <p>Title: Arial 10-pt bold centred <u>below</u> figure (e.g. <b>Figure 1: xxxx</b>)</p>
<b>Tables</b>	<p>Centre on page</p> <p>Title: Arial 10-pt bold centred <u>above</u> table (e.g. <b>Table 1: xxxx</b>)</p> <p>Text: Arial 10-pt</p>
<b>Images</b>	<p>Use JPEG, PNG or GIF formats to minimize file size</p> <p>File size can be reduced by cutting images then using the "Paste Special" function to replace them with more economical formats such as JPG, GIF or PNG formats.</p>
<b>References</b>	<p><b>Do not use footnotes or endnotes</b></p> <p>Insert under main heading "References" as the final section of the paper</p> <p>Reference numbering format: 1. 2. 3.</p> <p>Include one line space between each reference.</p> <p>Inserted in text with superscripts <u>after</u> the word e.g. www<sup>(1)</sup> or xxx<sup>(1,2)</sup> or yyy<sup>(1-3)</sup></p>
<b>Links</b>	<p><b>Do not include links to external documents or data</b></p> <p>Links to websites may be included.</p>
<b>Submission</b>	<ul style="list-style-type: none"> <li>• Submit online via the conference website by <b>1 September</b> (extensions may be provided on request).</li> <li>• We recommend asking a colleague to complete a detailed review prior to submission. Edits will not be accepted until post-conference revisions are invited.</li> <li>• Papers must be submitted in Microsoft Word to enable incorporation into the proceedings.</li> </ul>

## 11. Papers - corrections

- Edits will be invited after the conference prior to production of the final proceedings.
- If you wish to update your paper, ALTA will send the master version of papers to presenters for edit and return. Note: Updates of the original paper will not be accepted.
- Deadline for submission of post-conference revised papers is **3 June**. If an updated paper is not received by this date, the pre-conference master version will be published in the proceedings.

## 12. Oral presentations

- Must be prepared and submitted in Microsoft PowerPoint format.
- Must be prepared and given in the English language.
- Timeslots: allow 20 minutes for presentation and 5 minutes for questions.

### Format

- Must be prepared in Microsoft PowerPoint. Use of the conference presentation template is encouraged but not compulsory.
- Use of corporate templates is acceptable provided "ALTA 2022" or the conference logo is included on each slide. Download the conference logo for white backgrounds or dark backgrounds and insert into your presentation. Open the image, right click and select either "copy" or "save image as".



- Presentations will be displayed on widescreens with 16:9 aspect ratio. 4:3 slides are discouraged as the screen will show black bars on each side of the content. Refer to [Widescreen Presentation Tips](#) for instructions on converting from 4:3 to 16:9 format.

### Videos

- Videos in MP4 format may be embedded into the PowerPoint.

### Demos

- Presenters may share their screen during the recording for demos.

## 13. Recorded presentations (International presenters only)

- All presentations will be pre-recorded and played 'live' at the appointed timeslot. We will be in contact with you closer to the event with further information on recording of your presentation.
- Presentations are 20 minutes and must be given in the English language.
- For video recordings, please dress in business casual.
- Presentations will be recorded using Zoom. If you don't have an existing account, you may sign up for a free Personal Meeting plan.
- Make sure you are in a quiet, well-lit area and put your camera at face level (use a stand, or stack of books if you are using a laptop camera), relatively close to your microphone.
- For additional tips and tricks, refer to [How to Present Professionally from Home](#)

## 14. Proceedings

- All papers will be published available to delegates during the conference.
- The final edited proceedings will be sent electronically via download link after the conference.

## 15. Promote your paper

- Send your abstract to your client/contact list and invite them to attend.
- Announce your participation and publish your abstract on LinkedIn, and Twitter using **#ALTA2022**.
- Publish your abstract on your corporate website and in newsletters.
- Insert the [Presenter Button](#) into your email signature, website and social media pages.



**16. Program overview**

PROGRAM OVERVIEW								
Friday 20 May	Saturday 21 May	Sunday 22 May	Monday 23 May	Tuesday 24 May	Wednesday 25 May	Thursday 26 May	Friday 27 May	
Short Course	Short Course	Conference Sessions				Short Course	Short Course	
Treatment of Nickel-Cobalt Laterites	Copper SX/EW Basic Principles and Detailed Plant Design	<b>Nickel-Cobalt-Copper</b> Including <b>Pressure Acid Leaching</b> forum & panel		<b>Uranium-Rare Earths</b> Including <b>Rare Earth Process Development</b> forum & panel  in parallel with  <b>Gold-PM</b> Including <b>Refractory &amp; Complex Gold Ores</b> forum & panel		<b>In-Situ Recovery</b> Including <b>Enhancing ISR Permeability</b> forum & panel  in parallel with  <b>Lithium &amp; Battery Technology</b> Including <b>Developments in Battery Technology</b> forum & panel		Heap Leaching & its Application to Copper, Gold, Uranium & Nickel Ores
		Welcome Reception	Conference Dinner		Happy Hour			
<b>Exhibition</b>								