



MineSafe Nexus

2026 ISSA Mining Safety Conference

SHORT COURSE GUIDELINES

The **ISSA 2026** organizing committee invites proposals for short courses to be presented at the ISSA Mining Safety Conference in Saskatoon, Saskatchewan, Canada on **September 22, 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

December 1, 2025	Deadline to submit proposal
January 16, 2026	Notification of short course acceptance
August 7, 2026	Decision on whether the short course will take place
September 14, 2026	Short course notes ready (PDF format) to be sent to all participants

Audiences

- Mine and mill operators, technical professionals, engineers, and project leaders
- Safety, health & risk professionals
- Academics and researchers collaborating with industry
- Regulatory agencies
- Mining associations, and mining affiliated associations (e.g. WIM/WIN)
- Technology and service providers ideally presenting in collaboration with mine operators

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 conference registration if they choose to attend the conference 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 ISSA 2026 organizing committee and will be announced 40 days before the conference.

Evaluation Process

Once submitted, your course application will be reviewed by ISSA 2026 technical committee. Proposal applications that fail to meet all guidelines or are incomplete will not be considered for review. The committee 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 the conference.
 - Technology – A.I / Innovation
 - Leadership & Culture
 - Serious Injury & Fatality Prevention
 - Mental Health
 - Shared Learnings / Best Practice
 - Community Relations & Impact
 - Legacy Plan
 - Emergency Response and Mine Rescue
- **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 the organizing committee in advance. We reserve 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 they are 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

Course Promotion

CIM and ISSA 2026 organizing committee will promote the selected short courses through the conference website <https://issasafety.cim.org/social-media>, email newsletters, and other targeted outreach. Instructors play an important role in maximizing the reach and impact of this promotion, therefore 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 (1-2 minute) video introducing themselves and outlining the key benefits and learning outcomes of the course. These videos can be used across ISSA 2026 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 ISSA 2026 and the course instructor(s) as follows:

- **75%** of the surplus will be retained by ISSA 2026
- **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