

2012 Geothermal Technologies Program Annual Peer Review Meeting: Information for Principal Investigators

This page provides information for people who are making oral presentations at the 2012 Annual Peer Review for the U.S. Department of Energy's Geothermal Technologies Program.

Submitting Your Presentation and Summary Document

You will be responsible for submitting both a presentation and a three to four page project summary. Your presentation and summary document must be **emailed** to Ed Eugeni at Edward_Eugeni@sra.com by **March 30th, 2012**. **Because of the time required to process your presentation, reviewers may not receive your presentation prior to the review if it is submitted after the deadline. It is critical that presentations are submitted on time, otherwise points will be deducted during the review scoring process.**

Creating Your Presentation

Each presenter of fully reviewed projects will be allotted 20-30 minutes for presentation and 10-15 minutes for the Question and Answer session for a **total of 30-45 minutes. You will be stopped when your time is up.**

- *EGS Demonstration and NGDS projects* will have **30 minutes** and *all other fully reviewed projects* will have **20 minutes** to present.
- *EGS Demonstration and NGDS projects* will **15 minutes** and *all other fully reviewed projects* **10 minutes** for Q&A
- *Overview projects* will have **15 minutes** for presentation and there will be **15 minutes** for a Q&A period following all presentations by panel.

If you have any questions regarding the schedule or presentation timing, please contact Ava Coy at DOE's Golden Office at 720.356.1487 or Ava.Coy@go.doe.gov.

Do not include any information that is copyrighted, proprietary, or confidential in your presentation. Presentations and review results will be made public after the review.

Your presentation must be in PowerPoint format using the supplied presentation template, which was included in the same email as this letter. All presentations will be converted to PDF. Certain PowerPoint presentation features, such as movie files and animations, will not translate to PDF format. Please do not include these features in your presentation.

The time allotted for your presentation may not allow for full presentation of all the results generated by your project. It is critical for the principal investigator to prioritize the accomplishments and results presented during the presentation and convey to the reviewers the context and importance of the most significant results and accomplishments and how they contribute to the Geothermal Technologies Program achieving its goals and objectives. The presentation should also include clear and concise future work plans that follow directly from the implications of the accomplishments and results discussed. **Principal investigators should make sure they are addressing all the peer review criteria in their presentation.** The attached guidance contains detailed instructions. In addition, an explanation of review criteria and scoring is also provided.

Please note that you will not be able to update your presentation after March 30, 2012. Any information generated post March 30, 2012 may be presented orally at the review.

Scoring Your Presentation

The scoring criteria for your project has been attached in the guidance template. There are different scoring criteria and weights for each program area, so please look at the appropriate scoring criteria for your project. **Project scores and comments will be shared with you following the review, and project scores and comments including strengths and weaknesses will be made public after the review.** If you have any questions regarding scoring criteria, please contact Ava Coy at 720.356.1487 or Ava.Coy@go.doe.gov.

Creating Your Summary Document

The purpose of the summary document is to provide an overview of the project's goals, objectives, approach and results. The summary will not be evaluated as part of the peer review scoring process but is instead designed to communicate program activities to the public. The summary document will be available to reviewers prior to oral presentations but will not be used in project evaluations. It should be three to four pages in length and focused in content. The attached guidance contains detailed instructions on completing the summary document.

Do not include any information that is copyrighted, proprietary, or confidential in your summary. Summary documents are inherently public.

Schedule Overview

A presentation schedule will be provided in your registration email from Sentech. Refer to it for the date, time, and location of your presentation. Minor changes to the schedule are likely; check the schedule for updates. Information on registering for the Peer Review will be sent out shortly.

At the Review Meeting

You will not need to bring a laptop or your presentation file(s) to present your project at the review. Your presentation will be preloaded as part of a single PDF file with the other presentations in your session.

After the Review Meeting

There will be a short window of opportunity for presenters to provide written comments in response to their project review results. You will receive an email when they become available with further instruction.

Your comments will be incorporated into the 2012 Peer Review report and the full results of the review will be published on the U.S. Department of Energy's Geothermal Technologies Program Web site. You will receive an e-mail informing you when the results are online and providing a link to the site where the results will be posted.