

# Guidelines for Presentations During Parallel Sessions

## 2017 MASTERING THE SUBSURFACE THROUGH TECHNOLOGY INNOVATION, PARTNERSHIPS & COLLABORATION: CARBON STORAGE & OIL & NATURAL GAS TECHNOLOGIES REVIEW MEETING

U.S. Department of Energy

Fossil Energy and National Energy Technology Laboratory

August 1-3, 2017

Sheraton Hotel at Station Square, Pittsburgh, Pennsylvania

### General Instructions on Making Your Presentation

In the upcoming FY17 Carbon Storage and Oil and Natural Gas Technologies Project Review Meeting, a technical summary of each project will be provided. NETL has established the following guidelines for the meeting so that everyone has an equal chance to accurately present their project's status, accomplishments, and plans for the remainder of the performance period.

- Please keep your presentation simple (i.e., for an interdisciplinary technical audience) and professional. Identify your organization on most or all slides.
- A mandatory PowerPoint template has been provided. Please use this template as you prepare your presentation. Slides 9 and 10, address programmatic requirements. Prepare the remainder of the presentation as you would for a national or international technical conference, using as many slides as necessary. Plan for a 20-minute presentation leaving 3 minutes for questions. Include the mandatory slides in the appendix, but these do not need to be presented.
- Day of the Review Meeting logistics:
  - All projects have a specific time allocation, as per the schedule. A detailed agenda can be found at <https://www.netl.doe.gov/events/2017-tech-review>
  - The moderator will be rigorous in holding to the schedule. The moderator will advise you of time remaining in your presentation and alert you when time is running short.
  - The moderator will not allow any questions during your presentation. Limit your presentation so that 3 minutes of your allotted time is available for questions from the audience.
- DO NOT include business sensitive, proprietary, and/or Unclassified Controlled Information in your presentation.

## Presentation Guidelines

### Technical Status (slide 3 in template)

- Prepare as many technical status slides as needed.
- Organize this portion of the presentation as if it was being given at a technical conference beginning with identifying the technical issue your project is trying to solve.
- Include specific information to show how your project is advancing the state-of-the-art; be as quantitative as possible in describing improvements in the performance of your technology compared to the state-of-the-art.

### Example Accomplishments to Date (slide 4 in template – multiple slides can be used if needed)

- Suitable infrastructure and teaming arrangements established.
- Site characterization completed.
- Risk assessment, outreach, mitigation planning and preliminary geologic analysis completed.
- Detailed geologic analysis and modeling completed.
- The developed technology has the capability to measure in all types of soils and to detect changes in soil carbon due to CO<sub>2</sub> leakage.
- Team developed a unique multi-scale, high-performance simulation tool that will produce high-resolution numerical simulation of the injection of CO<sub>2</sub> into brine aquifers without ad hoc upscaling.

### Lessons Learned (slide 5 in template – multiple slides can be used if needed)

- Describe the learnings from the project.
- Gaps or challenges that remain or that you thought would have been resolved by now.
- Positive project surprises.
- Unanticipated difficulties/technical disappointments.
- Changes to be made in the next iteration.

### Synergy Opportunities (slide 6 in template)

- Identify any ways in which your research is complementary to projects presented during your session.
- Discuss how collaboration could have a synergistic effect on advancing the technologies described during the session. Are there ways in which research approach/results/findings from your project could be used to advance the objectives of other research projects in the session or other sessions?

### Project Summary (slide 7 in template)

- Discuss your key findings and next steps.
- Provide your “take-away” message.

### Mandatory Appendix (slides 8 through 13 in template)

- Prepare a benefits statement slide that includes the following information:
  - Identifies the technology or approach being developed or studied.
  - Provides a brief statement of how the technology or approach being studied will improve or advance the current baseline technology.
  - Summarizes how the project supports one or more of the programmatic goals.
  - Benefits statement example: The research project is developing a gel for application to a well system to reduce the risk of release of CO<sub>2</sub> around the well casing and cement and ensure hydraulic isolation of the well bore after closure. The technology, when successfully demonstrated, will provide an improvement over current well mitigation practices of 10 percent concerning performance and 15 percent concerning cost. This technology contributes to the Carbon Storage Program’s effort of ensuring 99 percent CO<sub>2</sub> storage permanence (Goal).

- Prepare a project overview: goals and objectives slide. If you are unaware of the program major goal(s) that your project addresses, please ask your federal project manager.
- Prepare an Organization Chart for your project. Include in appendix if not used in the presentation.
- Prepare and insert a Gantt chart showing project lifetime in years on the horizontal axis and major tasks along the vertical axis. Use symbols to indicate milestones. Indicate duration of each task and the amount of that work completed to date.
- Include a bibliography of peer reviewed publications generated from your project. Use the examples provided below to construct your list. A cumulative list from the Review will be used in future NETL publications so providing the project list per the examples below is greatly appreciated.
  - Journal, one author:
    - Gaus, I., 2010, Role and impact of CO<sub>2</sub>-rock interactions during CO<sub>2</sub> storage in sedimentary rocks: International Journal of Greenhouse Gas Control, v. 4, p. 73-89, available at: XXXXXXXX.com.
  - Journal, multiple authors:
    - MacQuarrie, K., and Mayer, K.U., 2005, Reactive transport modeling in fractured rock: A state-of-the-science review. Earth Science Reviews, v. 72, p. 189-227, available at: XXXXXXXX.com.
  - Publication:
    - Bethke, C.M., 1996, Geochemical reaction modeling, concepts and applications: New York, Oxford University Press, 397 p.