**Instructions for Preparing Papers: Due no later than Tuesday 30th July 2019**

The World Geothermal Congress Proceedings are exclusively electronic, and will only be published on CD-ROM, not on paper. This means that authors need to take care to prepare their papers carefully to ensure that they will appear properly when loaded by readers from the CD-ROM. All papers must be submitted in electronic form (preferably by upload, although e-mail, or on disk are fallback choices) -- we cannot include papers sent by fax or in hard-copy only. Our required form for the files is in Word format (either Windows or Macintosh). The papers should be prepared as a single file, with all diagrams included.

***Preparing Your Files***

**A help video is [here (YouTube version)](https://youtu.be/taPsC-2Mvt0), or [here (non-YouTube version)](https://pangea.stanford.edu/ERE/db/WGC/videos/PaperPreparationWGC2020.mp4). We also have a version in [Chinese](https://pangea.stanford.edu/ERE/db/WGC/videos/PaperPreparationWGC2020_Chinese.mp4).**

1. Please use the document templates we have provided. These will help provide a uniform format for the final document. You can download the templates from our [template web page](https://pangea.stanford.edu/ERE/db/WGC/Template.php).
2. Please use the *styles* in the document. For example, use *Heading 1* style for section headings, *Heading 2* style for subsections and *Figure Caption* style for figure captions.
3. When placing pictures, use *Paste Special*, and paste them as *pictures*. This makes the resulting file much smaller and more portable. It is usually better not to select "*Float Over Text*". Your figures should be "*Inline with Text*". Color diagrams are OK. If your original diagrams are not in electronic form, please scan them.
4. There is no maximum limit to the length of the paper, but typically papers are about 8 pages in length.
5. If you are using a Macintosh, do not convert your final file to Windows format. Just send us Macintosh format.
6. If you are using Word 2007, 2010, 2013, 2016 or 2019, please save your file in Word 2007/2010 format and send us the .docx file. If using Word 2003 or earlier, please save in Word 2003/2000/1997 format and send us the .doc file. Do not convert .docx to .doc, or .doc to .docx, just send the native format for the version of Word you are using. Our automatice PDF conversion programs can handle both .docx files (Word 2007/2010 native format) and .doc files (Word 2003 native format)..

***Sending Us Your Files***

1. Please send us your file by uploading the file on the website. Also possible (but not preferred) are e-mail, or on disk. We can read CD-R, CD-RW.
2. Your electronic files must arrive by**Tuesday 30th July 2019**.
3. Your papers will be reviewed by the Technical Program committee, who may request revisions from you. If requested, revisions must arrive by**Wednesday 30th October 2019**.

***Publication***

1. Papers will be peer-reviewed by the Technical Program committee, in advance of the Congress.
2. Papers will be loaded on the WGC Proceedings CD, and given to the Congress registrants at the event.
3. After the Congress, papers will be available publicly online, in the [IGA Conference Papers Database](https://www.geothermal-energy.org/explore/our-databases/conference-paper-database/).

***Slides***

1. We will provide for computer-projection of PowerPoint slides. Please upload a copy of your PowerPoint presentation ahead of time so we can load it onto our computers (we are not able to use presenters' own computers because of the delays caused by connecting and disconnecting machines). The final deadline for the powerpoint files to be uploaded is **Tuesday 14th April 2020.** Bring a second copy of your powerpoint file to the conference on CD or memory stick.
2. We will not place copies of the slides on the Proceedings CD, as there is not sufficient space.