

## JANNAF POLICY ON PAPERS AND PRESENTATIONS

JANNAF policy requires that you submit both your paper and a publication clearance form prior to the meeting. The “JANNAF Paper/Presentation Clearance Form” must be submitted with the appropriate information and signature, indicating the approval of your government sponsor or program management to present and publish your paper. JANNAF adheres to its policy of NO Paper, NO Paper Clearance, NO Podium. Clearance forms are also required for presentations that are part of a Workshop or Specialist Session. Instructions are available on the paper clearance form and a distribution statement generator is available on the Author Information page of the current meeting Web site. Use of this template will assure an adequate distribution statement that can simply be inserted in your paper and/or presentation.

### PAPER PREPARATION AND STYLE FORMAT

Submit papers in either PDF (Adobe Acrobat version 7.0 or later) or Microsoft Word (version 2003 or later) format. JHU WSE ERG reserves the right to add the distribution statement and the required export control warning to limited-distribution papers, if these items are not included in your paper. A paper template is available on the Author Information page of the current meeting Web site.

- Proofread and review papers before submission.
- Do not apply security features to your document.
- Page size: 8.5 x 11, 1 inch margins on all sides.
- Format the document in a single column.
- Use 10 pt. Arial or Helvetica font.
- Use the footer or leave a 2 inch space at the bottom of the first page to accommodate the distribution statement and, if applicable, the export control warning and destruction statement.
- Indent first line of each paragraph; left justify remainder of paragraph. The right margin should be ragged edge to enhance readability of text.
- Double space between paragraphs.
- Double space before and after all headings.
- Center the title of the paper and all other major headings; use all caps, bold font for these headings.
- Include authors and affiliation after the title.
- Format subsection headings flush left. Use underscore, all caps, and regular font for subsection headings.
- Embed all figures, tables, and other images in the document.
- There is no minimum or maximum number of pages.
- Use of page numbers is optional and entirely up to the author.

## CREATE AN EFFECTIVE PRESENTATION

- **FONTS**
  - Select sans-serif fonts such as Arial or Helvetica at 24 point or higher.
  - Clearly label each slide. Use a larger font (35-45 points) or different color for the title.
  - Use a single font for most of the presentation, varying the color, size and style for impact.
  - For bullet points, use the 6 x 6 Rule—one thought per line with no more than 6 words per line and no more than 6 lines per slide.
  - Use dark text on light background.
  - Do not use all caps except for titles.
- **GRAPHICS AND DESIGN**
  - Keep the background consistent and subtle.
  - When using charts or graphs, use only enough text to clearly label and explain the information presented.
  - Keep the design clean and uncluttered. Leave empty space around the text and graphics.
  - Limit the number of graphics on each slide.
  - Check all graphics on a projection screen before the actual presentation.
  - Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.
- **COLOR**
  - Limit the number of colors on a single screen.
  - Bright colors make small objects and thin lines stand out. Use dark colors for text to enhance readability.
  - Do not use more than four colors on a slide.
  - Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

## PRESENTATION GUIDELINES

Use Microsoft PowerPoint to prepare your presentation; the preferred format is MPEG4, using the Xvid or DivX codec. Instructions on converting and embedding movies and images in PowerPoint can be found on the [Author Information Page](#) of the current meeting Web site. Include the distribution statement and export control warning and destruction notice, if applicable, on the first presentation slide. Sponsor/contract acknowledgement may also be included on the first slide.

The use of electronic presentation materials is required, and Microsoft PowerPoint 2003 (or higher) and/or Adobe Acrobat version 7 (or higher) software is strongly recommended. Please note the following guidelines:

- Use MPEG-4 (.avi) or MPEG-1 (.mpg) video formats. Avoid using QuickTime, RealPlayer, or other proprietary video file formats. Control the total size of the presentation by limiting the total number of linked video files.
- Use PowerPoint Picture Format Options to compress pictures for on-screen use.
- Embed any unique fonts into the presentation; proprietary fonts would be lost if they are not embedded.
- Embed all fonts used in equations or convert equations to JPG or GIF files and embed the files into the presentation.
- Use PowerPoint's Pack and Go (2003) or Package for CD (2007/2010) to embed fonts and collect all necessary files under a single folder. Compress the entire folder using WinZip or a similar compression utility. This will allow you to upload one file rather than several.
- If saving files to a CDROM, use the "single session" and "close the CD" options, rather than the "multi-session" option. Do not use Adaptec Direct CD or Windows Drag-to-Disc to create the CDROM.
- Test your presentation for compatibility and operability on multiple PCs running Office 2010. View your presentation using a projector and screen.
- JHU WSE ERG will provide a presentation PC at the podium. It will meet or exceed the following specifications:
  - Laptop PC, USB port
  - Intel Core i5 2.2 GHz processor
  - 4 Gbytes of RAM
  - 256 Mbytes video memory
  - Windows 7 64-bit
  - MS Office 2010 Pro
  - Adobe Acrobat Reader XI
  - Microsoft Windows Media Player
  - Macromedia Flash Player
  - QuickTime viewer
- PowerPoint presentations with video **MUST** be received one week before the meeting so we can test and troubleshoot any problems. Materials received onsite may not be tested or viewed. Bring a back up copy of your presentation on CD or flash drive.

# Upload

## UPLOAD A PAPER, PRESENTATION, AND PAPER/PRESENTATION CLEARANCE FORM

Your unclassified paper, presentation and paper clearance forms must be uploaded to the JANNAF Secure Portal. Emailed documents will not be accepted. Please call JHU WSE ERG at (410) 992-7300 if you need assistance uploading your paper, presentation, and clearance. If you have a classified paper and/or presentation, please follow the specific submittal instructions sent to you.

1. Go to <https://www.jannaf.org>; enter your user name and password for your JANNAF secure portal account. Click the login button.

The screenshot shows the JANNAF website homepage. At the top, there is a navigation bar with links for Home, About, Committees, Meetings & Workshops, Journal, and Products. Below the navigation bar is a large image of a rocket launch. To the right of the image is a login form with fields for Username and Password, and buttons for Log in and Create new account. A blue callout box with an arrow points to the Log in button, containing the text "Hit 'Login'". Another blue callout box with an arrow points to the Password field, containing the text "Enter your Portal Email & Password". Below the login form is a "RESOURCES" section with a link for "Portal Account Tutorial" circled in red. A blue callout box with an arrow points to this link, containing the text "Click here for Portal Account Assistance".

2. Once you have logged in, under the *NAVIGATION* Menu on the JANNAF Homepage, locate the category "*Meetings & Workshops*" option; under this option find and click on "*Author Uploads for Meetings*".

The screenshot shows the JANNAF website navigation menu. The menu is titled "NAVIGATION" and contains several options: My Account, Add content, JDOC, RPTF, LPFD, About, Committees, Meetings & Workshops, Journal, and Products. The "Meetings & Workshops" option is expanded, showing a sub-menu with "Author Uploads for Meetings" circled in red. A blue callout box with an arrow points to this link, containing the text "Click on 'Author Uploads for Meetings'".

## UPLOAD A PAPER, PRESENTATION, AND PAPER/PRESENTATION CLEARANCE FORM CONTINUED...

3. Clicking on “*Author Uploads for Meetings*”, will take you to the “*Upcoming Meetings*” page. You will see your personal information and upcoming meeting(s). There are two tabs, “*Current Meetings*” and “*File Upload*”. Both tabs allow file uploads. On the “*Current Meetings*” tab, your abstract(s) and the session(s) to which they have been assigned are indicated. Below the session number and title, you will see three blue links:

[Click here to upload your paper](#)

[Click here to upload your presentation](#)

[Click here to upload your paper clearance](#)

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**RESOURCES**

- Portal Account Tutorial
- CPIN Access

Tech & Admin Contractor:  
JHU ERG  
10630 Little Patuxent Parkway  
Suite 202  
Columbia, MD 21044-3286  
info@erg.jhu.edu  
410-992-7300

**Upcoming Meeting**

**Current Meetings** File Upload

**Your Personal Information:**  
Name: Ms. Jane Doe  
Preferred Name: Jane  
Organization: Naval Air Warfare Center Weapons Division

If your personal information is incorrect please contact us.  
Email: info@erg.jhu.edu / Phone: (410) 992-7300

**December 2017 CS/APS/EPSS/PSHS/PIB**

Location: Newport News Marriott at City Center  
Schedule: 2017-12-04 - 2017-12-08  
Your Abstract: [Help](#)

**Abstract: 7777 - Rocket Science Fun**

**Session: (20) Modeling and Simulation**

**The most recently uploaded file will be used.**

[Click here to upload your paper](#)  
Paper Uploaded: No

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Presentation Uploaded: No

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Clearance Uploaded: No

Your Upload Page

Where to Upload your deliverables

**Abstract: 7777 - Rocket Science Fun**

**Session: (20) Modeling and Simulation**

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# Upload

## UPLOAD A PAPER, PRESENTATION, AND PAPER/PRESENTATION CLEARANCE FORM CONTINUED...

### IMPORTANT TIPS:

- (1) If you have more than one paper in the program, be sure the files you upload go into the folders for the correct paper. (2) When uploading multiple files for one deliverable (such as a PPT file and a video); both files must first be saved to a folder on your computer and compressed or “Zipped” before uploading to avoid accidentally overwriting a file. Only one file can be uploaded to each folder on the upload site. Each file uploaded to a specific folder will overwrite any previously uploaded file.
4. For each deliverable you upload (paper, presentation, or clearance form), the process is the same.
  - A. Select and click on the correct link for the file you’re uploading.
  - B. Once on the “File Upload” tab, select the “Browse” button.
  - C. Select the file you wish to upload (**Make sure your files are NOT password protected**).
  - D. Click the “Submit” button to submit your file.
  - E. Next, view the status of your document to verify that your upload was successful. For example, if you uploaded your paper, the status should be “Uploaded.” If the status is “Not Uploaded”, please try to upload the file again.

Home » Meetings & Workshops » Author Uploads for Meetings » Paper Upload

NAVIGATION

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Current Meeting: **File Upload** Administration Configuration

Please upload a your paper for "Rocket Science Fun"

Paper upload preferred file types:

- Microsoft Word (doc, docx)
- PDF
- ZIP (\*for multiple files)

Your uploaded file:

Upload a File

No file selected.

Click here to upload your deliverable

Click here to Submit your deliverable

*\*This screenshot is an example of what you will see when uploading deliverables.*

5. **To replace a previously uploaded document**, navigate to the File Upload tab and select “Click here to replace your (Presentation, Paper, Clearance)” link and repeat steps mentioned in 4. Remember: subsequent uploads will overwrite previous files.

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Current Meeting: **File Upload**

Your will be able to see you upload status below. You can also click the links below to replace you paper, presentation, and clearance form.

December 2017 CS/APS/EPSS/PSHS/PIB

This is a Test Paper

File	Status	Uploaded File	Upload Link
Presentation	Uploaded	5558_Sh-Cohen_prz.pdf	<a href="#">Click here to replace your Presentation</a>
Paper	Uploaded	5558_Sh-Cohen_ppr.png	<a href="#">Click here to replace your paper</a>
Clearance	Uploaded	5558_Sh-Cohen_clr.pdf	<a href="#">Click here to replace your clearance</a>