

## Helpful Registration Tips and Contacts

<b>Important Registration Dates if Attending Unclassified Sessions Only:</b>	
By 25 November	Obtain required JANNAF Portal account or confirm existing account is active
By 6 December	Complete online Registration Form (Portal account login required)
By 6 December	Pay Registration fee for lowest rate (no login needed)

### **JANNAF Portal Account Requirement**

If you do not currently have a JANNAF Portal account, you are encouraged to apply for your JANNAF Portal account as soon as possible -- whether you have received attendance approval or not. The JANNAF Portal account is a registration pre-requisite; it is NOT meeting registration. Therefore, there is no reason to delay. Please review the information on the [Security/Attendance and Portal Account Requirement page](#) for further information, or contact a member of our security staff (contact information below).

### **Online Registration Form**

This form must be completed by the attendee; login to your JANNAF Portal account is required. There is no financial commitment with this form so you can complete the form if you're fairly certain you'll be attending, even if your travel has not yet been approved. This form provides ERG with very important information to help us prepare for your participation and communicate expected attendance figures to vendors. Please complete this form as soon as possible. Click the link to "REGISTER for the DECEMBER meeting" provided on the [Registration page](#) and then log into your Portal account to access the form.

### **Registration Payment**

Anyone can complete the registration payment on your behalf; no login is needed. If someone else will be paying your registration fee, please provide them with the link to the online [Registration Payment site](#). Payment must be completed no later than 6 December 2019 at 11:59 p.m. EST to take advantage of the lowest registration fee.

### **Registration Contacts**

*Portal Accounts, Attendance Eligibility:*

Mary Gannaway - JANNAF Facility Security Officer - [mtg@jhu.edu](mailto:mtg@jhu.edu) or (410) 992-7300 x211

*Portal Accounts, Attendance Eligibility, General Registration:*

Tricia Frey - JANNAF Assistant Facility Security Officer - [treider@erg.jhu.edu](mailto:treider@erg.jhu.edu) or (410) 992-7300 x222

*General Registration and/or Registration Payment:*

Shelley Cohen - JANNAF Meeting Planner - [scohen@erg.jhu.edu](mailto:scohen@erg.jhu.edu) or (410) 992-7302 x215

*General Registration:*

Gabrielle Delisle - Assistant Meeting Planner - [gdelisle@erg.jhu.edu](mailto:gdelisle@erg.jhu.edu) or (410) 992-7300 x208