

## Helpful Registration Tips and Contacts

Important Registration Dates:	
By 16 November	Obtain required JANNAF Portal account or confirm existing account is active
By 23 November	Complete online Meeting Registration Form (Portal account login required)
By 23 November	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 Meeting Registration Form

This required form must be completed by ALL attendees; 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. This form provides ERG with very important information to help us prepare for your participation. **We strongly recommend early completion of this form as it may take up to 3 business days to process your registration** and give you access to the location where DCS testing session links and meeting session links will be stored. A link to the online Meeting Registration Form has been provided on the Registration page of the meeting website.

### 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. The link to the Registration Payment site has been provided on the Registration page of the meeting website. Please make note that payment must be completed no later than 23 November 2020 at 11:59 p.m. EST to take advantage of the discounted Early registration fee.

### Registration Contacts

*Portal Accounts, Attendance Eligibility:*

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

*Portal Accounts, Attendance Eligibility, General Registration:*

Tricia Frey - JANNAF Assistant Facility Security Officer - [tfrey@erg.jhu.edu](mailto:tfrey@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-Ballard - Assistant Meeting Planner - [gdelisle@erg.jhu.edu](mailto:gdelisle@erg.jhu.edu) or (410) 992-7300 x208