

JANNAF Interagency Propulsion Committee

47th SMBS / 43rd PEDCS / 34th RNTS / 32nd SEPS

JOINT SUBCOMMITTEE MEETING

Programmatic and Industrial Base Meeting

6 – 16 December 2021

Abstract Deadline: 28 June 2021

Abstract Submittal Details and Requirements

Instructions begin on page 2

JHU WSE ERG accepts only **electronic submission** of abstracts, presentations, and papers. **Abstracts can no longer be submitted via email, and instead must be submitted only via the new [Abstract Submittal Site](#).**

- A JANNAF Portal account is not required to submit an abstract.
- **Many organizations require abstracts to be processed through an approval system prior to submission. This process takes additional time. Plan accordingly to meet the abstract deadline date.**
- Review the [Call for Papers \(pdf\)](#) to determine the most appropriate technical area (subcommittee and mission area) for your abstract's topic.
- By submitting an abstract, you agree to **submit a final presentation by either 29 November or 6 December 2021 (as determined by assigned presentation date)**, attend the meeting, and deliver a **25-minute presentation**.
- The submission of a paper is optional, though encouraged and welcome. Presentations will be published if a paper is not submitted.
- Presentation anticipated Distribution Statement is a required field when submitting an abstract. This helps the program planning committee to place your presentation into an appropriate session if accepted.
 - Primary dissemination of information from JANNAF presentations is relegated to either Statement A (approved for public release) or Statement C (Distribution authorized to U.S. Government and their contractors).
 - Due to virtual meeting limitations, presentations marked with Statement B (U.S. Government agencies only), Statement D (U.S. Department of Defense and U.S. DoD Contractors only), or Statement E (U.S. Department of Defense components only), must be placed into sessions exclusively for presentations that share the same Distribution Statement level.
 - Papers may have different Distribution Statements than their corresponding presentations.
- Submit only unclassified abstracts. **Abstracts will NOT be published** and will only be used by the program committee members for selection and scheduling purposes.
- A maximum of 5 authors may be listed when submitting your abstract for inclusion in the author list for the Preliminary and Final Programs. This limit does not apply to your final paper/presentation. All names will be included in the author list in JDOC.
- Abstract length is limited to 300 words. Exclude tables or figures. State the objective of the work. Describe the scope, method of approach, and any new advances in the state of the art. Highlight important conclusions, and include a brief summary of the data used to substantiate them.
- If you are missing required information, save your form and return once you have obtained the missing information to complete and submit the form.
- Remember, ***you must be an invited and qualified U.S. Citizen to attend and present at this meeting.*** No foreign nationals are permitted to attend.
- The deadline date for submission of abstracts is **28 June 2021**.

Abstract Submittal Instructions

JHU WSE ERG accepts only **electronic submission** of abstracts, presentations, and papers. **Abstracts can no longer be submitted via email, and instead must be submitted only via the new [Abstract Submittal Site](#):**

1. To access the new Abstract Submittal Site, go to: <https://jannaf.org/abstractstart>. You may submit an abstract whether or not you have an active JANNAF Secure Portal Account. A “Help” button is provided at the upper right corner of each page should you require assistance.
 - a. **If you DO NOT have an active JANNAF Secure Portal Account**, click the link, “I do not have a JANNAF Portal account and wish to submit an abstract.” *Then proceed to step 2 in these instructions.*
 - b. **If you have an active JANNAF Secure Portal Account**, click the link, “I have an active JANNAF Portal account and wish to submit an abstract.” You will be prompted to log into your account (if you have not already done so), and directed to the Abstract Landing Page. *Skip ahead to step 3 in these instructions to continue.*
2. After clicking the link indicating that you DO NOT have a JANNAF Portal account, you will be taken to a page prompting you to begin a validation process to ensure the legitimacy of your submission(s).
 - a. Select the appropriate meeting (December 2021 SMBS/PEDCS/RNTS/SEPS/PIB) and complete all required fields. Remember the email address that you have entered, as you will need it for later steps. After completing all fields, click the “Request” button at the bottom of the page. You will be provided instruction to guide you through the remaining validation process.
 - b. If you have not received a 6-digit validation code (from info@erg.jhu.edu) within 30 minutes after you have submitted a request, email meetings@erg.jhu.edu for assistance.
 - c. Save your validation code. You may use this code to submit more than one abstract or to access a draft abstract to complete and submit it.
3. After reaching the Abstract Landing Page, click the grey “Abstract Submissions” button to create a new abstract or edit/submit a draft abstract.
 - a. Once you have reached the Submission Details tab, you will have the option to save the form as a draft and return to complete it at a later time.
4. When all required fields have been completed accurately, submit your abstract. You will have the opportunity to review your responses before you submit.
5. If you would like to edit a draft or submit another abstract, return to <https://jannaf.org/abstractstart>.
 - a. **If you DO NOT have an active JANNAF Secure Portal Account**, select the option, “I do not have a JANNAF Portal account but already have a validation code.” Re-enter the email address and validation code that you used previously in order to access these options.
 - b. **If you have an active JANNAF Secure Portal Account**, repeat step 1b, and steps 3 – 4.