

JANNAF Interagency Propulsion Committee

68th JANNAF Propulsion Meeting (JPM)

Programmatic and Industrial Base Meeting (PIB)

15th Modeling and Simulation (MSS)

12th Liquid Propulsion (LPS)

11th Spacecraft Propulsion (SPS)

JOINT SUBCOMMITTEE MEETING

7 – 17 June 2021

Virtually via Defense Collaboration Services (DCS)

EXTENDED Abstract Deadline: 25 January 2021

Abstract Submittal Details and Requirements

Instructions begin on page 2

- The technical areas to be addressed are defined in the [Call for Papers \(pdf\)](#). Individuals who wish to submit an abstract should carefully review the topic areas and complete and **submit the required fields in the new electronic [Abstract Submittal Site](#)**. A JANNAF Portal account is not required to submit an abstract.
- The submission of an abstract represents an agreement to **submit a final presentation by either 1 June or 7 June 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. If a paper is not submitted, the presentation will be uploaded to the JANNAF Digital Online Collection (JDOC) in its place.
- You will be asked to indicate your presentation's anticipated Distribution Statement when completing required fields on the [Abstract Submittal Site](#). This important information 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 **Abstracts will NOT be published** and will only be used by the program committee members for selection and scheduling purposes.
- The Title field on the new abstract submittal site is limited to 150 characters including spaces.
- A maximum of 5 authors may be listed when submitting your abstract for inclusion in the author list for the Preliminary and Final Programs. You may list more than five authors when submitting your final paper/presentation and all names will be included in the author list when the paper or presentation is published in JDOC.
- Abstract length is limited to 300 words, and may not include 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.
- Indicate confirmation of required resources when completing the required fields on the [Abstract Submittal Site](#) to ensure availability of time, funding, and support for your participation in the meeting. This is NOT related to security review/approval to submit the abstract or submit/present the paper.

- **Many organizations require abstracts to be processed through an approval system prior to submission. This process takes additional time, so authors should plan accordingly in an effort to meet the abstract deadline date.**
- When filling in the form in the Abstract Submittal Site, if there is required information that you do not have, you have the ability to 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 extended deadline date for submission of Abstract Submittal Forms to JHU WSE ERG is **25 January 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 (June 2021 JPM/PIB/MSS/LPS/SPS) 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 validation code at least 30 minutes after you have submitted a request, email meetings@erg.jhu.edu.
 - c. You may use your validation code to submit more than one abstract.
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.