

AUTHOR/PRESENTER CHECKLIST

Make sure you have an Active JANNAF Portal account

>> If you are not sure of your current Portal account status, contact Tricia Frey (tfrey@erg.jhu.edu) for assistance.

>> ALL primary authors and/or presenters must have an active Portal account. Click [HERE](#) for instructions to follow depending on your Portal Account Status.

Submit your online Meeting Registration Form a.s.a.p. once registration opens. **Registration form AND payment must be submitted by 11:59 p.m. EDT on Monday, 24 May to qualify for the discounted Early registration fee.** Go to the [Registration page](#) of the website for more info. Links will be provided on this page once registration opens in early April.

Review the Computer Requirements document (download from [HERE](#)) and make sure your computer is properly configured to join sessions in DCS 2.2 (launched September 2020). This is a critical step and may involve your local IT support. Please DO NOT wait!

Review the Presenter & Session Chair Virtual Participation Guidelines (located [HERE](#)). *Login to your Portal account is required to view.*

Schedule time in your calendar to join one of the DCS Testing & Troubleshooting sessions. Even if you're familiar with DCS, we will be using the newest version (2.2) which has different technology requirements. Choose from 12 sessions scheduled the week of 24 May and 31 May (dates/times listed [HERE](#)).

Utilize the resources provided for you on the [Author Information page](#), including the [Author FAQ](#). It is especially important to review the documents entitled, "Creating Effective Presentations - Virtual" and "Preparing Presentations for Submittal - Virtual" for critical presentation preparation guidelines.

Upload your Presentation (**MUST** be in PDF format) and your Publication Clearance Form by the deadline for your session—see below. These deadlines are FIRM. Due to the virtual format, we CANNOT be as flexible with late submissions as with past in-person meetings. Upload instructions are posted on the [Author Information page](#) under Author Links.

Week 1 sessions:

7 June through 11 June, Session numbers beginning with 1, 2, 3, 4 or 5

>> *Presentations/Clearance Forms due **1 June** <<*

Week 2 sessions:

14 June through 17 June, Session numbers beginning with 6, 7, 8 or 9

>> *Presentations/Clearance Forms due **7 June** <<*

IMPORTANT CONTACTS:

** Program Changes (withdrawals, title, author, or presenter changes, etc.) – JANNAF Meetings Team (meetings@erg.jhu.edu)

** Paper, Presentation & Clearance Form questions – JANNAF Meetings Team (meetings@erg.jhu.edu)

** For questions relating to topics other than those listed above, see the Contact Us page of the meeting website: (<https://www.jannaf.org/mtgs/2021June/pages/ContactUs.html>)