

## Helpful Registration Tips and Contacts

<b>Important Registration Dates:</b>	
<b>Classified Sessions Only</b>	
By 11 May	To attend Classified sessions: Submit completed Security Clearance Certification Form (DoE and NASA employees and ALL contractors) or Visit Authorization Request (DoD employees)
<b>Classified and Unclassified Sessions</b>	
By 13 May	Obtain required JANNAF Portal account or confirm existing account is active
By 20 May	Pay Registration fee for lowest rate (no login needed)
By 27 May	Complete online Meeting Registration Form (Portal account login required)

### Attending Classified Sessions

To attend classified sessions, you must be a U.S. citizen with, at a minimum, a SECRET U.S. Security Clearance with a need-to-know in the areas of rocket, missile, space, or gun propulsion. In order to be granted access to classified sessions, documentation must be submitted **no later than 11 May 2022** in addition to normal registration requirements/deadlines. By this date, DoE and NASA employees and ALL contractors must submit the completed Security Clearance Certification Form. DoD employees must submit the Visit Authorization Request (VAR) via DISS by this date. Additional information and links will be provided when registration opens in mid-March.

### 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 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 and communicate expected attendance figures to vendors. Please complete this form as soon as possible. A link to the Online Registration Form will be provided on the Registration page of the website when registration opens in mid-March.

### 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. Once registration opens in mid-March, the link to the Registration Payment site will be provided in the Registration section of the meeting website. Please make note that payment must be completed no later than 20 May 2022 at 11:59 p.m. EDT to take advantage of the lowest registration fee.

### Registration Contacts

*Portal Accounts, Attendance Eligibility, Requirements for Attending Classified Sessions, General Registration:*  
Tricia Frey - JANNAF Assistant Facility Security Officer - [tfrey@erg.jhu.edu](mailto:tfrey@erg.jhu.edu) or (410) 992-7300 x222

*Portal Accounts, Attendance Eligibility, Requirements for Attending Classified Sessions:*  
Mary Gannaway - JANNAF Facility Security Officer - [mgannaway@erg.jhu.edu](mailto:mgannaway@erg.jhu.edu) or (410) 992-7300 x211

*General Registration and/or Registration Payment:*  
Shelley Cohen - JANNAF Meeting Planner - [scohen@erg.jhu.edu](mailto:scohen@erg.jhu.edu) or (410) 992-7300 x215

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