JANNAF Interagency Propulsion Committee
52nd CS / 40th APS / 40th EPSS / 34th ESHS
JOINT SUBCOMMITTEE MEETING
Programmatic and Industrial Base Meeting
4 - 8 December 2023 • Salt Lake City, UT
Abstract Deadline: 9 June 2023

Abstract Submittal GUIDANCE – PLEASE READ
Instructions begin on page 2

JHU WSE ERG accepts only **electronic submission** of abstracts, presentations, and papers. **Abstracts cannot be submitted via email, and instead must be submitted only via the [Abstract Submittal Site](#).**

- **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.**

- **A JANNAF Portal account is not required to submit an abstract. If you do NOT have an account, begin with step 1a in the instructions and then proceed to step 2 to request a validation code.**

- 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 paper and publication clearance form by 3 November 2023, submit a final presentation by 17 November 2023,** attend the meeting, and deliver a **25-minute presentation**. The JANNAF policy of "NO Paper, NO Podium" will be in effect.

- The submission of a paper is required. Papers will be published in the JANNAF Digital Online Collection (JDOC) after the meeting.

- Presentation anticipated Distribution Statement is a required field when submitting an abstract. This helps the program planning committee to place your presentation appropriately in a session's agenda 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).

    - For security reasons, 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 at the beginning of session agendas.

    - Papers may have different Distribution Statements than their corresponding presentations.

- Submit only unclassified abstracts that are distribution statement A or C (regardless of anticipated paper/presentation distribution statement). **Abstracts will NOT be published** and will only be used by the program committee members for selection and scheduling purposes.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 a 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 **9 June 2023.**

Abstract Submittal Instructions

You may submit an abstract *with or without* an active JANNAF Secure Portal Account. JHU WSE ERG accepts only **electronic submission** of abstracts. **These details must be submitted via the [Abstract Submittal Site](#).** Click the "Help" button at the upper right corner of each page within the site if you need assistance.

Step 1: Access the Abstract Submittal Site at: https://jannaf.org/abstractstart.

    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.*

Step 2 *Continued from step 1a:* After clicking the link indicating that you DO NOT have a JANNAF Portal account, you will land on a page prompting you to begin a validation code to ensure the legitimacy of your submission(s).

    a. Select the appropriate meeting (December 2023 CS/APS/EPSS/ESHS/PIB) and complete all required fields. Remember the email address that you have entered, as you will need it for later steps. After completing a short form, 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 – check your junk mail) within 30 minutes after submitting the 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 and complete/submit a draft abstract.

Step 3: After reaching the Abstract Landing Page (whether from step 1b or step 2), 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.

Step 4: When all required fields have been completed accurately, review your responses and submit your abstract.

Step 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 (sent to you via email from info@erg.jhu.edu) that you used previously to access your draft(s) or start a new submission.

    b. **If you have an active JANNAF Secure Portal Account**, repeat step 1b, and steps 3 - 4.