AUTHOR/PRESENTER CHECKLIST

Make sure you have an Active JANNAF Portal account
> If you are not sure of your current Portal account status, contact Mionna Sharp (msharp@erg.jhu.edu or 410-992-7300 x224) 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. EST on Friday, 3 November 2023 to qualify for the discounted Early registration fee.** Go to the Registration Steps page of the website for more info. Links will be provided on that page once registration opens in approximately mid-September.

If you are attending Classified sessions, your JANNAF Security Clearance Certification Form (for NASA, DoE, and qualified contractors) or Visit Authorization Request (VAR) (for DoD only) **must be received NO LATER than Friday, 17 November 2023.** Processes and requirements vary dependent upon your organization type, and you must first complete your Meeting Registration Form. Go here for more information.

Utilize the resources provided for you in the Author Information section, including the Author FAQ.

Submit your paper and its Publication Clearance Form NO LATER than Friday, 3 November 2023 (student papers due by Friday, 29 September if being considered for Best Student Paper Award). Upload instructions for unclassified papers, mailing instructions for Classified papers, templates, and additional guidance can be found on the Papers and Publication Clearance Forms pages of the meeting website. **REMINDER: The JANNAF Policy of "No paper, No podium" will be in effect for this meeting.**

Once the hotel room block has opened in mid-September, reservations must be made NO LATER than 13 November 2023 in order to qualify for the JANNAF discounted rate. However, JANNAF discounted rooms may sell out before this date, so be sure to make your reservation as early as possible. Reservation information will be provided on the Hotel page of the meeting website.

Submit your presentation and its Publication Clearance Form (if different from its paper) NO LATER than Friday, 17 November 2023. Upload instructions for unclassified papers, mailing instructions for Classified papers, templates, and additional guidance can be found on the Presentations and Publication Clearance Forms pages of the meeting website.

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/2023Dec/pages/ContactUs.html)