

Instructions for Reviewing BLOCK DIAGRAM & Updated SESSION AGENDA Spreadsheet

First, log in to your Portal account at www.jannaf.org and then navigate to the Program Committee Small Team by clicking the following link: https://www.jannaf.org/smallteams/smallteam_page?id=386

Download, save and review the following files; all have been password protected:

- **TECH SESSIONS BLOCK DIAGRAM_Dec2023_ForCommitteeReview.docx**
- **SESSION AGENDA Spreadsheet_Dec2023_ForCommitteeReview.xlsx**

BLOCK DIAGRAM REVIEW:

1. The Tech Sessions Block Diagram is a visual representation of the schedule of sessions and panel/town hall meetings. It shows which sessions are being held on each day, and you can easily see which ones are being held at the same time.
2. Consider the topics of the concurrent sessions and whether there are two or more sessions scheduled at the same time that would attract the same audience. If this is untenable, this counts as a major issue, so let us know.
3. The **keynote presentation** is indicated in the Block Diagram; it will be held on Tuesday (4 December) from 8:00 – 10:00 a.m. Sessions and meetings are not held during these times; technical sessions on Tuesday will begin at 10:00 a.m.
4. There is a separate block diagram for meetings. Those requested to date have been scheduled at the days/times requested. To view the Meetings Block Diagram, download, save, and review the password protected file: **MEETINGS BLOCK DIAGRAM_Dec2023_ForCommitteeReview.docx**

SESSION AGENDA SPREADSHEET REVIEW:

1. Sessions are separated by a gray row. Sessions followed by a meeting are separated by thin gray rows. Days are separated by a dark orange row.
2. Look for notes in **red text** that point out issues.
 - a. This includes missing or unconfirmed session chairs. We must have **confirmed** session chairs for all sessions ASAP (**by 28 July**) so they receive all Session Chair correspondence, including a Session Chair Packet, in a timely way.
 - b. Missing agendas and/or Invited Presentation details for Specialist Sessions/Workshops are also indicated in **red** and these must be submitted **no later than 25 August** for inclusion in the Preliminary Program. Otherwise, we will publish the descriptive paragraph provided on the Specialist Session or Workshop Request Form.
 - c. Blue rows indicate authors and session chairs scheduled in two concurrent sessions; comments provide explanation and, where warranted, a recommendation to address the potential for a conflict.
 - d. Presentations that are still in placeholder status are in **orange**. We recommend putting placeholders at the end of session agendas, where possible, unless you're certain the abstract will be approved.
 - e. Presentations with anticipated distribution statements more restrictive than A or C belong at the beginning of session agendas. Presentations for which the distribution statement is still unknown are indicated in **orange/highlighted in yellow**. We recommend that these be placed at the beginning of session agendas where possible (it may not be). **ERG** will contact these authors regarding their presentation distribution statement.
3. **Panel Meetings:** Review to ensure the correct amount of time is indicated for these meeting. If the meeting needs more or less time than noted, include this information in your feedback. If you wish to conduct a Panel meeting and did not indicate this previously, provide the official name of the panel meeting, the session (ID number) it should follow, how much time is needed, and the chair(s).
4. **Schedule Info:** The December meeting will run from Monday morning to Friday afternoon. Tuesday morning sessions begin at 10:00 a.m. Wednesday through Friday, morning sessions begin at 8:00 a.m. Morning sessions should ideally end by 12:05 p.m. Afternoon sessions begin at 1:30 p.m. and ideally won't run longer than 5:35 p.m. All sessions with more than four presentations should include a 30-minute break. This includes Workshops and Specialist Sessions.

MAJOR ISSUES ONLY:

At this phase, we ask that you look for significant concerns only – a significant concern would include: two sessions scheduled at the same time that cannot be held concurrently for some reason; author and session chair conflicts; confirming missing session chairs; and resolving anything else noted in red. Missing presentation distribution statements and placeholders are not issues you need to address. Our goal is to make as few changes at this point as possible as we need to move ahead quickly to send author and session chair communication, and get the Preliminary Program to the Air Force STINFO office. **Please send your feedback to scohen@erg.jhu.edu via email no later than Friday, 28 July.**