

Helpful Registration Tips and Contacts

Important Registration Dates:	
Classified and Unclassified Sessions	
By 27 October	Obtain required approved/active JANNAF Portal account or confirm existing account is active
By 3 November	Pay Registration fee and complete meeting registration form for lowest rate (no login needed)
By 17 November	Complete Pre-Registration [registration Form (Portal account login required) and Payment
Classified Sessions Only	
By 17 November	To attend Classified sessions: Submit completed Security Clearance Certification Form (DoE and NASA employees and ALL contractors) or Visit Authorization Request (DoD employees)

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 17 November 2023** (NO exceptions) 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 approximately late September.

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 required 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 approximately late September.

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 approximately late September, 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 3 November 2023 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:

Mionna Sharp - JANNAF Administrative Coordinator-Security - msharp@erg.jhu.edu or (410) 992-7300 x224

Portal Accounts, Attendance Eligibility, Requirements for Attending Classified Sessions:

Mary Gannaway - JANNAF Facility Security Officer - mgannaway@erg.jhu.edu or (410) 992-7300 x211

General Registration and/or Registration Payment:

Shelley Cohen - JANNAF Senior Meeting Planner - scohen@erg.jhu.edu or (410) 992-7300 x215

General Registration:

Atashia Allen - Assistant Meeting Planner - aallen@erg.jhu.edu or (410) 992-7300 x204