

## SESSION CHAIR CHECKLIST

Make sure you have an Active JANNAF Portal account

>> If you are not sure of your current Portal account status, contact Mionna Sharp for assistance.

([msharp@erg.jhu.edu](mailto:msharp@erg.jhu.edu) or 410-992-7300 x222)

>> ALL session chairs must have an active Portal account. Click [HERE](#) for instructions to follow depending on your Portal Account Status.

Download your Session Chair Packet and all forms and guidelines from “Session Chairs – December 2023” Small Team A.S.A.P. Instructions for accessing the Small Team are [HERE](#).

Utilize the resources provided for you in the “[Session Chairs – December 2023” Small Team](#) and on the [Session Chair Information page](#), including the [Resources for Authors](#). It is especially important to review the document entitled, “**Session Chair Guidelines**” to ensure you understand your role and responsibilities.

If you are inviting presenters for a Specialist Session or Workshop, provide them with the [instructions they need](#) ASAP; all Invited Presentation Details need to be **submitted by Friday, 6 October** but it will benefit the presenters and you if they submit well before this date.

Specialist Session and Workshop Chairs must submit their complete/final detailed session agendas (as defined within the Specialist Session and Workshop Request forms) **no later than Friday, 6 October**.

Make contact **early and more than once** with the authors in your session. Recommended dates for this communication as well as suggested text for these messages has been provided in the “[Suggested Emails to Send to Authors](#)” document. This makes communicating with your authors **quick and easy!**

Submit your online Meeting Registration Form a.s.a.p. if attending unclassified sessions only. For all attendees, **registration form AND payment must be submitted by 11:59 p.m. EDT on Friday, 3 November to qualify for the discounted Early registration fee**. Go to the [Registration Steps](#) page of the website for more info and the links you need.

Once the hotel room block has opened in approximately late September, reservations must be made NO LATER than 13 November 2023 in order to qualify for the JANNAF discounted rate. However, **JANNAF discounted rooms will likely 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.

Send the authors in your session the blank [Presenter Biography Form](#) and request that it be completed and **returned to you by 17 November**. Be sure to add your email address to the form before sending it to your authors.

If attending classified sessions, submit your online Meeting Registration Form and either VAR or security clearance certification form **no later than Friday, 17 November** – No Exceptions. Go to the [Registration Steps](#) page of the website for more info and the links you need.

Pre-registration must be completed (whether attending unclassified and/or classified) **no later than Friday 17 November**. On-site registration will be required thereafter for unclassified attendance; no on-site registration for classified attendance.

### **IMPORTANT CONTACTS:**

\*\* Program Changes (withdrawals, title, author, or presenter changes, etc.) AND Paper, Presentation & Clearance Form questions – JANNAF Meetings Team ([meetings@erg.jhu.edu](mailto: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>)