

THINGS TO KNOW BEFORE YOU GO

Dear Attendee,

The JHU WSE Energetics Research Group (ERG) staff is putting the finishing touches on the arrangements for next week's JANNAF 69th JPM and PIB Meetings and Joint Subcommittee Meeting of the 51st CS / 39th APS / 39th EPSS / 33rd ESHS / 16th MSS in Newport News, VA. We're looking forward to seeing you there!

As you prepare to travel to Newport News, we wanted to share some information that you might find useful. Please take some time to read through these topics.

Reaching JHU-WSE ERG Staff

Many of the JHU-WSE ERG staff will be travelling to Newport News starting Saturday. After 12:00pm EDT on Saturday, if you need to reach someone on staff about a JANNAF meeting-related matter, please send them an email. We will all have periodic email access once we're on-site at the Newport News Marriott at City Center. You can also call the JHU WSE ERG office at 410-992-7300, select or ask for the extension of the person you need to reach, and leave a voice message for that individual. The staff member will receive an email with a recording of your message and will respond at their earliest opportunity. **For contact information of staff members with meeting responsibilities, please go [HERE](#).**

Flying In?

If you are flying in to one of the three airports in the region (Newport News/Williamsburg, Norfolk, or Richmond International Airport), and need transportation to the Newport News Marriott at City Center, ground transportation information can be found on each airport's website (links provided [HERE](#)).

If You'll Be Driving

For those driving in or renting cars, parking at the Newport News Marriott at City Center is complimentary. Overnight guests of the hotel will be offered a tag to hang from your vehicle's rearview mirror when you check in. If you are commuting to the meeting or are staying elsewhere, your parking at the Marriott will automatically be at no charge. The hotel address is **740 Town Center Drive, Newport News VA 23606**.

Those attending classified sessions at NASA Langley Research Center (LaRC) are responsible for their own transportation. Directions and parking maps will be provided at the JANNAF Security Desk in the Registration area at the hotel.

JANNAF COVID Code of Conduct

We are hopeful that all attendees will arrive healthy and stay healthy throughout the meeting. However, since the COVID-19 pandemic is ongoing and cases are surging in many parts of the country, please be mindful of your responsibility to others in the JANNAF community and review the [JANNAF COVID Code of Conduct](#). It is a privilege for us to convene in person after 2.5 years, and we all have a duty to protect each other and keep our community safe.

Re-Setting Travel Expectations

Supply chain challenges and staffing shortages are impacting many business sectors, including the hospitality sector. Due to these challenges, please be aware of the following impacts at the Newport News Marriott (there may be similar impacts at other area hotels): Valet attendants, bell staff, and room service are not available. Housekeeping for your room is by request only, and the hotel restaurant is currently closed for lunch. Your patience and understanding are appreciated.

Attire

Temperature in the hotel's meeting rooms can be unpredictable and difficult to control to everyone's liking. So please be sure to dress in layers when attending sessions—a light sweater or jacket is always a good idea just in case. There is no official dress code for this conference. However, most attendees wear business or business casual attire.

On-Site Registration / Check-in

The JANNAF Registration and Security Desks will be located on the 1st floor of the hotel's conference center. **You must present a Government-issued photo ID at registration to receive your badge and materials.**

The JANNAF Registration desk will be open the following days and times:

- Sunday from 5:00pm – 7:00pm
- Monday through Thursday from 7:00am – 5:00pm
- Friday from 7:00am – 2:00pm

Be sure to allow time before your first session to pick up your JANNAF badge and registration materials. We encourage you to avoid the crowd on Monday and pick up your registration materials on Sunday evening, if possible.

If you are registered to attend classified sessions at NASA LaRC, keep in mind that NASA LaRC is located approximately 15 minutes from the hotel, and you'll need additional time to park and walk to the Reid Center. **Before** going to NASA LaRC, be sure to allow ample time to pick up your JANNAF badge and materials, as well as the NASA Visitor badge, directions, and parking information from the Security Desk.

If you have not yet paid your registration fee, we recommend that you pay the registration fee before travelling to the meeting to save you time at the Registration desk.

Security

The overall classification of this meeting is SECRET. There will be security guards stationed strategically to ensure that only qualified JANNAF attendees enter our security perimeter. **Please be sure to wear your JANNAF badge at all times while attending JANNAF sessions, meetings and events, including the Networking Night** reception on Wednesday. Please remember that photography, audio or video recording is strictly prohibited in any technical session without specific permission from ERG. As a qualified registered attendee of this conference, you have a personal responsibility to help protect the data exchanged at this ITAR-restricted meeting. When participating in technical discussions, be mindful of other people or devices that could pick up or transmit your conversation. Technical discussions should be confined to the meeting area (networking room, meeting rooms, and within the security perimeter that is being safeguarded around the meeting rooms).

REMEMBER: The Final Program is Distribution Statement C and CUI. An updated electronic version will be uploaded to the [June meeting website](#) on Friday (6/3); Portal login is required to access this document. With any copies you print in your office, as well as the copy you'll receive at registration, please heed the warning on the cover of this booklet; always keep your copy in your possession or stored safely. You will be asked to write your name on the front of the booklet before leaving the Registration Desk. If you do not wish to keep the Final Program after the meeting, it must be shredded; please be sure to dispose of it properly. If you prefer, there will be drop boxes located in the Security, I.T. and Registration areas where you may leave your Final Program any time before Friday (6/10) at 2:00 p.m. and we will make sure it is shredded.

Networking Night

The Networking Night reception will take place on Wednesday, 8 June in Grand Ballroom I & II at the hotel, and the menu will be posted in the registration area. If you are planning to attend (and have told us via your registration), be sure that you wear your badge to the event as it will serve as your ticket for entry. Guest tickets are available for purchase until Monday at 5:00 p.m. or until the event reaches capacity, whichever comes first. The cash bars will open at 6:30 p.m., and will be accepting cash and credit cards.

Make the Most of Your Time at the JANNAF Meeting

1. Read through the materials you receive at Registration. There is a lot of useful information in the Final Program including guidance in the event of an emergency. Also be sure to check the Program Change Monitors posted in the ballroom foyer areas, and check the session signage. There have been **many** changes since the Final Programs were printed and more will be made throughout the week.
2. Familiarize yourself with the layout of the hotel's meeting space and the location of the sessions and meetings you'll be attending. There is a meeting space floor plan at the back of the Final Program followed by a three-page fold out section with a detailed daily schedule of sessions, workshops, meetings, and activities. Also note the location of emergency exits.
3. Always take your personal belongings with you during breaks and at night. Better safe than sorry.
4. Remember to turn your cell phone off or set it to vibrate while in sessions as a courtesy to presenters and other attendees.
5. Try sitting next to people you don't know. Set a goal of meeting at least five new people to add to your sphere of influence.

Just 8 days from today, the JANNAF 69th JPM and PIB Meetings and Joint Subcommittee Meeting of the 51st CS / 39th APS / 39th EPSS / 33rd ESHS / 16th MSS will be over. We hope you'll look back, then, on your time at the meeting and be able to say it was time well spent. Safe travels!

Regards,

The JHU WSE Energetics Research Group Staff