

UNIVERSITY PARTICIPANT CHECKLIST

If you are an author, please also refer to the [Author Checklist](#).

STEP 1

Registration Pre-Requisite

Attend one of the University Participant Virtual Information Sessions

All University Participants are expected to attend. If you are a student please plan to attend with your professor or advisor. **Sessions will be held on:**

- Thursday, 7 September at 1 pm EDT
- Wednesday, 13 September at 3 pm EDT
- Tuesday, 19 September at 3 pm EDT

Have an active Portal Account

- ALL attendees must have an active Portal account. If you don't have an account, [Apply NOW](#).
- 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.
- Click [HERE](#) for instructions to follow depending on your Portal Account Status. Government contractor requirements are applicable to University Participants.

Complete the [Export-Controlled & Need-To-Know Authorization Form](#) no later than Friday, 17 November

- ALL University Participants attending the meeting must complete this form.
- Must provide Applicant information, Export Compliance Officer and/or Facility Security Officer (FSO), Controlled Unclassified Information (CUI) and Export Control Training agreement and Government Sponsoring Officer (GSO) information with Signature

STEP 2

Registration & Payment

Submit your online Meeting Registration Form and Payment a.s.a.p. once registration opens

- **Complete Registration Form and Payment by 11:59 p.m. EDT on Friday, 3 November 2023 to qualify for the discounted Early registration fee (discount not applicable to students paying the student rate).** 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.

Additional Resources

- Hotel information can be found [here](#).
- Information on attending Classified sessions can be found [here](#).

QUESTIONS ABOUT:

Registration Pre-Requisite & Registration Form

Mionna Sharp / msharp@erg.jhu.edu or 410-992-7300

Registration Payment & Hotel Reservations

Shelley Cohen / scohen@erg.jhu.edu or 410-992-7302 x215

For questions relating to topics other than those listed above, see the [Contact Us](#) page of the meeting website.