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49th SMBS / 45th PEDCS / 34th SEPS / 2nd HTMAS / PIB
JOINT SUBCOMMITTEE MEETING
9 - 13 December 2024 • Charlotte, NC

Abstract Deadline: 17 May 2024

**Invited Presentation Details Deadline: NO LATER THAN 11 October 2024
(earlier submission is STRONGLY recommended)**

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Invited Presentation Submittal GUIDANCE – <u>PLEASE READ</u>
Instructions begin on page 2

- **A JANNAF Portal account is not required to submit Invited Presentation Details. If you do NOT have an account, begin with step 1a in the instructions and then proceed to step 2 to request a <u>validation</u> code.**

- Remember, *you must be a qualified U.S. Citizen to attend and present at this meeting.* No foreign nationals are permitted to attend. For more information about security and attendance requirements, go **HERE**.

- **All Invited Presenters <u>MUST</u> enter an Invited Code. This code is <u>PROVIDED</u> in the instructions in step 3c.**

- **IMPORTANT:** Did the person that invited you provide you with the Subcommittee you should select for your submission? **If NOT**, please ask them BEFORE proceeding.

- **Abstracts are optional** unless required by the person who has invited you. Optional abstracts must be unclassified with content that is either distribution statement A or C; limit length to 300 words. **Abstracts will NOT be published.**

- You are agreeing to **submit a final presentation by 22 November,** attend the meeting in person, and deliver a **25-minute presentation** (presentation length may vary at the discretion of the session chair). Papers are optional, though encouraged and welcome. Presentations will be published after the meeting in the JANNAF Digital Online Collection (JDOC), along with paper, if one is provided.

- **Presentation anticipated Distribution Statement is a required field** when submitting Invited Presentation Details. Most presentations and sessions at this meeting will have distribution statement A or C. If your presentation must have a more restrictive distribution statement, it must be placed at the beginning of the agenda of the session for which you were invited. For your information:

  o Primary dissemination of information from JANNAF presentations is relegated to either Statement A (approved for public release) or Statement C (Distribution authorized to U.S. Government and their contractors).

  o For security reasons, presentations marked with Statement B (U.S. Government agencies only), Statement D (U.S. Department of Defense and U.S. DoD Contractors only), or Statement E (U.S. Department of Defense components only), must be placed at the beginning of session agendas.

  o Papers may have different Distribution Statements than their corresponding presentations.

- If you are missing required information, save your form and return once you have obtained the missing information to complete and submit the form.

- The deadline date for online submission of Invited Presentation Details is **NO LATER THAN 11 October 2024.** *Early submission on or before 6 September* is preferred and is highly beneficial to the invited presenter as this will afford presenters more time to prepare for their participation.

Invited Presentation Details Submittal Instructions

JHU WSE ERG accepts only **electronic submission** of Invited Presentation Details, presentations, and papers. **These details must be submitted via the [Abstract Submittal Site](https://db.jannaf.org/abstractstart).** Click the "Help" button at the upper right corner of each page within the site if you need assistance.

Step 1: Access the Abstract Submittal Site at: https://db.jannaf.org/abstractstart.

    a. **If you DO NOT have an active JANNAF Secure Portal Account,** click the link, "I do not have a JANNAF Portal account and wish to submit an abstract." *Then proceed to step 2 in these instructions.*

    b. **If you have an active JANNAF Secure Portal Account,** click the link, "I have an active JANNAF Portal account and wish to submit an abstract." You will be prompted to log into your account (if you have not already done so), and directed to the Abstract Landing Page. *Skip ahead to **step 3** in these instructions to continue.*

Step 2: *Continued from step 1a:* After clicking the link indicating that you DO NOT have a JANNAF Portal account, you will land on a page prompting you to request a validation code to ensure the legitimacy of your submission(s).

    a. Select the appropriate meeting (December 2024 SMBS/PEDCS/SEPS/HTMAS/PIB). Complete all required fields. Remember the email address that you enter, as you will need it for later steps. After completing all fields, click the "Request" button at the bottom of the page. You will be provided instruction to guide you through the remaining validation process.

    b. If you have not received a 6-digit validation code (from info@erg.jhu.edu - check your junk mail) within 30 minutes after submitting the request, email meetings@erg.jhu.edu for assistance.

    c. Save your validation code. You may use your validation code to submit the details of more than one Invited Presentation.

Step 3: After reaching the Abstract Landing Page (whether from step 1b or step 2), click the grey, "Abstract Submissions" button to create a new Invited Presentation or edit/submit a draft Invited Presentation. **The invited code is listed below.**

    a. On the "Pre-Reqs" tab in the Abstract Submittal process, respond to the first two questions on the page.

    b. You <u>must</u> check "Yes" in response to the question, "Have you received an Invited Code from the chair of a Specialist Session or Workshop?" Two additional fields will appear.

    c. **Enter the Invited Code: Q!bv79U#D** (copy and paste for accuracy). *If you're submitting without a Portal account, do NOT attempt to use the 6-digit validation code emailed to you.*

    d. Enter the name of the Session Chair who invited you.

    e. Once you have reached the Submission Details tab, you will have the option to save the form as a draft and return to complete it at a later time.

    f. If you're not sure which subcommittee to select on the Submission Details tab, STOP (save the form) and obtain this information from the person who invited you.

    g. On the Abstract tab, the abstract field is optional for invited presenters; you may leave it blank.

Step 4: When all required fields have been completed accurately, submit your form. You will have the opportunity to review your responses before you submit.

Step 5: *If you would like to edit a draft or submit the details of another Invited Presentation*, return to https://db.jannaf.org/abstractstart.

    a. **If you DO NOT have an active JANNAF Secure Portal Account**, select the option, "I do not have a JANNAF Portal account but already have a validation code." Re-enter the email address and validation code (sent to you via email from info@erg.jhu.edu) that you used previously in order to access these options.

    b. **If you have an active JANNAF Secure Portal Account**, repeat step 1b, and steps 3 - 4.