Session Chair Guidelines

➤ **49th Structures and Mechanical Behavior** ◀
➤ **45th Propellant and Explosives Development and Characterization** ◀
➤ **34th Safety and Environmental Protection** ◀
➤ **2nd High Temperature Material Applications** ◀
JOINT SUBCOMMITTEE MEETING

➤ **Programmatic and Industrial Base Meeting** ◀

Charlotte, North Carolina
9 - 13 December 2024

Contents

Click on an item in the Table of Contents to jump to that section.

Organization of Sessions

Program Committee Members of the respective JANNAF Subcommittees have selected papers for each session.

- Refer to your Session Chair Packet, once uploaded, for the details of your session. This will include a detailed session agenda, as well as copies of the abstracts assigned to your session. Session Chair Packets will be uploaded to the Session Chair Collaborative Workspace and may be accessed by logging in to your JANNAF Secure Portal account at www.jannaf.org.

- Session start, end, and break times will be indicated in the session agenda in your packet.

    o Sessions begin with a 5-minute Session Chair introduction.

    o Unless otherwise indicated in the agenda, each presentation is scheduled for 30 minutes, which includes approximately 5 minutes for Q&A and discussion.

    o Standard start and end times for morning sessions are 8:00 a.m. to 12:05 p.m. (preferably no more than 7 papers), with the exception of Tuesday morning sessions, which begin at 10:00 a.m. (ideally no more than 4 papers).

    o Standard start and end times for afternoon sessions are 1:30 p.m. to 5:30 p.m. (7 papers); sessions that include 8 or more papers may end at a later time.

    o Half-hour breaks are scheduled in both morning and afternoon sessions, where time permits.

- If desired and there is time in the agenda, Session Chairs may invite additional papers to complete their session. Download **How_to_Submit_Invited_Presentation_Details.pdf** from the Session Chair Information page or the Session Chair Small Team and forward this document to any author(s) you invite. They must complete and submit their presentation information online via the Abstract Submittal site a.s.a.p. (abstracts are optional so long as the invited presenter enters the Invited Code included in the instructions). Applicable deadline dates are provided below.

    o Adjustments to the session agenda should first be discussed with Shelley Cohen or Atashia Allen to determine the most appropriate plan of action. Please email meetings@erg.jhu.edu.

- **The deadline to submit Invited Presentation details online for inclusion in the Final Program has been extended to Friday, 25 October.**
- **The deadline for _other_ changes to the Final Program is Friday, 25 October.**

Communication with Authors / Presenters

- Acceptance emails were sent on 13 September to the primary author for papers assigned to your session.

- Authors have been encouraged to utilize the many resources provided in the Author Information section of the website (https://www.jannaf.org/mtgs/2024Dec/pages/authors.html). Session Chairs are also encouraged to become familiar with these resources in order to offer guidance to authors when necessary.

- If you are inviting papers, please have authors submit their Invited Presentation details via the online Abstract Submittal site, located at **https://www.jannaf.org/abstractstart**, without delay so that invited authors can receive a confirmation email and all subsequent author communication as soon as possible. The required Invited Code is provided on page 2 of instructions for submitting their information.

- Session Chairs should make early and frequent contact with authors in their session; this will help minimize missed deadlines and withdrawn papers. Refer to the Session Chair Timeline / Deadlines for additional guidance and recommended dates for contacting authors. We have provided suggested text for each recommended message, which you will find **HERE**.

  Recommended Author Contact Dates and Topics:
  - **Week of 21 October 2024** – introduce yourself and focus on upcoming deadlines, and factoring in time for the internal/external review and approval process, if applicable; send **Presenter Biography Form** (first add your email address to the form) and have them return to you by 22 November, or give to you in person prior to the session.
  - **Week of 28 October 2024** – reminder of upcoming deadlines; urge them to begin registration process and submit papers and presentations a.s.a.p. for internal/external review if required
  - **Week of 4 November 2024** – paper and publication clearance form deadline is this week; presentation deadline is in less than three weeks; registration reminder.
  - **Week of 18 November 2024** – get author status update re: paper and publication clearance forms, presentation, and registration; remind author to send you completed Presenter Bio Form.

  Important Dates for Authors:
  - Papers – upload to ERG by 8 November 2024*****
  - Publication Clearance Forms – upload to ERG by 8 November 2024*****
  - Presentations – upload to ERG by 22 November 2024*****
  - Presenter Biography Form – email to session chair by 22 November 2024 or hand deliver prior to session during meeting
  - Register at discounted early rate – registration form and payment due by 8 November 2024
  - Pre-Registration must be completed by 22 November 2024; on-site registration at higher fee using your own device required thereafter

  * NOTE: To meet JANNAF deadlines, authors who are required to submit their paper/presentation for internal/external review should begin preparations early enough to allow a *minimum* of 2-3 weeks to receive approval. Some STINFO offices now require 30 days or more.

- Notify the JANNAF Meetings Team (meetings@erg.jhu.edu) immediately of changes to paper title, primary or presenting authors, and organization(s) to ensure accurate publication in the printed Final Program (no later than 25 October).

- If an author informs you that they are withdrawing their paper, please notify the JANNAF Meetings Team immediately (meetings@erg.jhu.edu).

- You will receive weekly Session Chair Update emails beginning 5 weeks prior to the meeting. These messages will give you access to the latest information about which files your authors have uploaded to date. You must have an active JANNAF Portal account.

- **Session Chairs are expected to see that papers, presentations, and paper clearances are submitted by the published deadline dates** (see "Important Dates for Authors", above)**.**

Papers and Presentation Materials

- Authors of papers must upload all files per the instructions on the [Author Information page](#) of the website.

- **The deadline for submission of papers and publication clearance forms is Friday, 8 November.**

- Electronic *presentation* **materials must be uploaded by Friday, 22 November.**

- If an author informs you that they are going to miss a deadline, they must contact Atashia Allen (meetings@erg.jhu.edu); *extension requests can only be granted by ERG*).

- Approximately 15-20 minutes prior to the session start time, all presentations will be preloaded onto the laptop that will be used in your session.

- **Please remember that JANNAF adheres to a "No paper, No podium" policy;** papers received after the deadline date may be replaced with an alternate paper, moved to the end of the session, or withdrawn from the final program.

- Again, **Session Chairs are expected to see that papers, presentations, and publication clearances are submitted by the published deadline dates.**

Session Chair Responsibilities at the Meeting

- Pick up your Session Chair folder at the On-site Check-in Desk and review the enclosed information.

- Attend the Session Chair Meeting the day of your session (12:45 p.m. Monday; 7:15 a.m. daily for the remainder of the week) for important updates, plus information about any papers or presentations that are still missing for your session, as well as A-V equipment guidance. Location of this meeting will be provided in your Session Chair Packet.

- Meet with your speakers at least 20 minutes prior to the start of your session.

- Chairs of sessions that include presentations restricted at distribution statement B, D, or E will be responsible for controlling access/providing security for these presentations based on attendee organization type (eligibility). If applicable to your session, a list of eligible attendees will be provided for this purpose.

- Make time to visit the virtual Reading Room to read the papers from your session in order to make Best Paper recommendation(s) on your Session Chair Evaluation. Note that only papers marked as distribution statement A or C will be available in the Reading Room.

- Complete and submit the Session Chair Evaluation before you leave the meeting.

- *It is the responsibility of each Session Chair to ensure that JHU WSE ERG has obtained both the original paper and publication clearance form before authors take the podium to present their papers.*