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1. Go to www.jannaf.org (*Please copy and paste this link into your preferred web browser*)
2. Click “Login” in the top right corner of the page and enter your user name and password for your JANNAF Portal account.
3. Click on “MY JANNAF” in the top right corner of the page. Scroll down to the “Meeting Applications” section of this page.
4. Click on “Author Upload”.
5. You will see your personal information and upcoming meeting(s). Within the box for the December Meeting, you will see “Sessions Chair” at the top.
6. Any sessions you are chairing are listed here in red text with a session number and session title.
7. Click on the title of your session(s) to view the status of all your authors’ uploads. All of your authors and their deliverables will be listed.

Approximately two weeks before the meeting, you will have the option of viewing any uploaded papers (not presentations) – when this option is available, you will be able to click the red “Click here to download paper for review” link. Once available, keep in mind that papers have not yet been vetted for further dissemination. They are for your use exclusively for review in preparation for your session, and/or to review for best paper recommendations. Please do not disseminate in any way.

8. Prior to the meeting, contact the ERG Meetings Team with any questions (meetings@erg.jhu.edu). During the meeting, see Atashia or Shelley in the on-site check-in area.