**Session Chair Communication with Authors**

**⮚ Suggested Email Text ⮘**

The following suggested email messages are provided as a resource to help make communicating with your authors a simple task rather than a burden, but you are not required to use them. If you choose to use the suggested messages, please replace the yellow highlighted text with your personal information. Feel free to add emphasis or make changes to the suggested text as you see fit, or to write messages in your own words.

**Initial Contact with Authors in Session**

**Suggested date: week of 21 October 2024**

Dear <author name>,

Congratulations on the acceptance of your paper for presentation at the JANNAF SMBS/PEDCS/SEPS/HTMAS/PIB joint meeting, which is being conducted 9 – 13 December. I will be the chair of session <session #>. If you have any questions pertaining to your preparation or the session itself, my contact information is provided below. Be sure to visit and utilize all of the resources provided in the **Author Information section** of the meeting website (<https://www.jannaf.org/mtgs/2024Dec/pages/authors.html>).

Although the meeting is still about two months away, **it is important to begin preparing your paper and presentation now** if you haven’t already done so. Note that the JANNAF policy of “No Paper, No Podium” is in effect for the December meeting.

Important deadlines:

Paper and Publication Clearance Form - due 8 November 2024

Presentation – due 22 November 2024

If you are required to submit your paper and presentation for internal and/or external review, you should anticipate that this will add AT LEAST an additional two to three weeks to your preparation timeline; some STINFO offices are now requiring a minimum of 30 days! So please do not delay—begin early to meet these deadlines.

I will be in touch again in the weeks ahead to check on the progress of your preparations. In the meantime, don’t hesitate to contact me if I can be of any assistance.

<Session Chair signature and contact information>

**Second Contact with Authors in Session**

**Suggested date: week of 28 October 2024**

Dear <author name>,

I hope your preparations for the December JANNAF meeting are going well so far. If you haven’t begun the [registration](https://www.jannaf.org/mtgs/2024Dec/pages/registration.html) process yet, please do so A.S.A.P. Most importantly, if you don’t yet have the registration pre-requisite (an active JANNAF Portal Account), be sure to apply right away; authors need this account for several purposes.

If you are required to submit your paper and presentation for internal and/or external review, hopefully you’ve already done so or will do so shortly in order to meet the JANNAF submittal deadlines that **are fast approaching**:

Paper and Publication Clearance Form - due 8 November 2024

Presentation – due 22 November 2024

Please reply back at your earliest opportunity with an update on the status of your preparations. If there is anything I can do to assist you, please don’t hesitate to ask.

<Session Chair signature and contact information>

**Third Contact with Authors in Session**

**Suggested date: week of 4 November 2024**

Dear <author name>,

An important deadline is approaching at the end of this week; **Friday, 8 November** is the due date for your paper and Publication Clearance Form. If you are unable to meet this deadline, it is critical that you contact ERG. Extension requests should **NOT** be sent to me. As a reminder, the JANNAF policy of “No Paper, No Podium” is in effect for the December meeting.

The next important deadlines are:

REGISTRATION

Friday, 8 November is the last day to take advantage of the discounted Early registration fee for the December JANNAF meeting. The Regular registration fee goes into effect on 9 November. If you don’t already have a JANNAF Secure Portal Account, this is a registration pre-requisite and you should apply for an account right away; this is not something you should leave to the last minute. Complete both steps of the registration process (registration form and payment) by 22 November or plan to register on-site with your own device and pay the higher registration fee in effect at that time.

HOTEL
If you haven’t made your hotel reservation yet, don’t wait. Even though 27 November is the official last day to make a reservation at the JANNAF discounted rate, rooms in the JANNAF room block tend to sell out before this deadline.

PRESENTATION

**The deadline for receipt of your Presentation by JHU WSE ERG is coming up on 22 November 2024.** If you submitted your presentation for internal and/or external review, now would be a good time to follow up if you haven’t checked on the status of the review process.

Lastly, please be sure to practice your presentation to ensure it does not exceed 25 minutes. Presentations will be kept to the allotted time to ensure there is time for 5 minutes of Q&A, and so that the next presentation can begin on time.

Hopefully everything is on schedule. The sooner your files are submitted, the less stress you’ll experience in the next couple of weeks.

Please take a moment to email me with an update on the status of your preparations, and let me know if you have any questions or concerns. Thank you.

<Session Chair signature and contact information>

**Fourth Contact with Authors in Session**

**Suggested date: week of 18 November 2024**

**Note to Session Chairs:**

<<Rather than provide specific suggested text here, we recommend that you repeat some of the pertinent information from the 3rd email. In particular, reminders about the pre-registration deadline, ensuring that presentation files will be ready to submit on time (22 November); and completion and return to you of the Presenter Bio Form (send the attachment if you haven’t already done so) are all worthwhile topics at this point. If you send this communication after the paper/publication clearance form/presentation deadlines, you will have the ability to see which authors have submitted their files on time. You may then want to send individualized emails to any authors that missed this deadline(s).>>