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| **Request to Hold a JANNAF Workshop JANNAF 49th SMBS / 45th PEDCS /   34th SEPS / 2nd HTMAS / PIB Joint Subcommittee Meeting** | | |
| This form is necessary to hold a workshop in conjunction with a JANNAF meeting. Please fill out all the required information and submit to your JHU WSE ERG technical liaison or to the JANNAF Meeting Planning Team at [meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu).  Workshops must be approved in order to be included in the JANNAF meeting Final Program; this form is the first step in the approval process. For more information please refer to the “[JANNAF Workshop Guide for Chairs](https://www.jannaf.org/mtgs/2024Dec/images/workshopguide.pdf).”  **Part A** of the request to hold a workshop must be received by the abstract deadline, **17 May 2024**.  **Part B** must be completed and received no later than **30 August 2024** for inclusion in the Preliminary Program**.**  The approval process must be completed *and* a final agenda must be submitted by **11 October 2024** for inclusion in the Final Program.  **PLEASE ADD THE DUE DATES INDICATED ABOVE TO YOUR CALENDAR.** | | |
| **PART A** | | |
| \* Required fields marked with an asterisk Complete and submit this section (cont’d on p. 2) by **17 May 2024** | | |
| **Workshop Title:\*** | | |
| **Length of Workshop:\***  4 hours  8 hours  2 Day  3 Day Other: | | |
| **Proposed Day(s) (if multiple day workshop, select all that apply):**  Mon.  Tues.  Wed.  Thurs.  Fri. | | |
| **JANNAF Subcommittee:\*** APS  CS  EPSS  ESHS  PIB  JPM  LPS  MSS  PEDCS  HTMAS  SEPS  SMBS  SPS | | |
| **Do you Plan to Require Papers?** **\***  Yes  No | | |
| **Workshop Chair\*** | | |
| Title:  Dr.  Mr.  Ms.  Other | | |
| Name: | Organization: | |
| Work Address: | | |
| City: | State: | ZIP Code: |
| Daytime Phone: | Email: | |
| **Workshop Co-Chair (if applicable)** | | |
| Title:  Dr.  Mr.  Ms.  Other | | |
| Name: | Organization: | |
| Work Address: | | |
| City: | State: | ZIP Code: |
| Daytime Phone: | Email: | |
| **Designated Note-Taker (not a JHU WSE ERG staff member)\*** | | |
| Name: | Organization: | |
| Daytime Phone: | Email: | |
| **Workshop Background\*** | | |
| Please briefly describe the technical need for this workshop. This description will form the introductory text for the workshop in the JANNAF meeting program. Section will expand to accommodate your text. | | |

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| **Workshop Goals\*** Complete and submit this section (cont’d from p. 1) by **17 May 2024** | | |
| Specific objective(s) of the workshop and planned accomplishments. The outcome of the workshop is required to be submitted to JHU WSE ERG in the form of a workshop final report describing these achievements in detail.  Insert your objectives here. . . Section will expand to accommodate your text. | | |
| **Responsibilities of the Workshop Chair\*** | | |
| I understand that the workshop chair's responsibility is to ensure that all presentations and papers associated with this   workshop have Publication clearance forms submitted to ERG prior to the workshop. | | |
| I understand that the workshop chair is responsible for submission of a workshop final report for publication by ERG. | | |
| I agree to complete and submit Part B of this form no later than **30 August 2024.** | | |
| **Signatures of Approval\*** | | |
| **Approver** | **Name** | **Signature** |
| Workshop Chair |  |  |
| ERG Technical Liaison |  |  |
| **PART B** | | |
| **Agenda\*** Complete and submit this section (cont’d on p. 3) by **30 August 2024** | | |
| **For each agenda item include the presentation title, presenter’s name, and email address, as well as an approximate presentation start time and length.** Each Invited Presenter is ***required*** to submit their Invited Presentation details via the online Abstract Submittal site **no later than 30 August** for inclusion in the Preliminary Program, or by 11 October for inclusion in the Final Program. Forward the [Instructions for Submitting Invited Presentation Details](https://www.jannaf.org/mtgs/2024Dec/images/How_to_Submit_Invited_Presentation_Details.pdf) to all invited presenters. Early submission is **strongly** recommended.  Insert your agenda, including approximate presentation start times and length, presentation titles, and author/presenter names here... Section will expand to accommodate your agenda. | | |

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| **Invited Workshop Participants\*** Complete and submit this section (cont’d from p. 2) by **30 August 2024** | | |
| A list of invited participants *(attendees)* is required. Please include names, organizations, and email addresses.  Provide list of invited participants here... Section will expand to accommodate your list. | | |
| **Signatures of Approval\*** (the ERG Tech Liaison will handle the approval process) Must be completed by **11 October 2024** | | |
| **Approver** | **Name** | **Signature** |
| Technical Steering Group Chair |  |  |
| ERG Director of Research & Operations | Mr. Nick Keim |  |
| **↓ JHU WSE ERG INTERNAL USE ONLY ↓** | | |
| **Notes:** | | |
| **Complete and return this form via:**  **Email:** [**meetings@erg.jhu.edu**](mailto:meetings@erg.jhu.edu)  **Fax: 410-730-4969**  **Mail to: JHU WSE ERG, 10630 Little Patuxent Pkwy, Suite 202, Columbia, MD 21044-3286** | | |

**Form Date: 3/4/24**