

## JANNAF Interagency Propulsion Committee

71st JPM / PIB / 18th MSS / 14th LPS / 13th SPS

JOINT SUBCOMMITTEE MEETING

6 - 10 May 2024 • Oklahoma City, OK

**Abstract Deadline: 1 December 2023**

### **Abstract Submittal GUIDANCE – PLEASE READ**

*Instructions begin on page 2*

JHU WSE ERG accepts only **electronic submission** of abstracts, presentations, and papers. **Abstracts cannot be submitted via email, and instead must be submitted only via the [Abstract Submittal Site](#).**

- **Many organizations require abstracts to be processed through an approval system prior to submission. This process takes additional time. Plan accordingly to meet the abstract deadline date.**
- **A JANNAF Portal account is not required to submit an abstract. If you do NOT have an account, begin with step 1a in the instructions and then proceed to step 2 to request a validation code.**
- Remember, ***you must be a qualified U.S. Citizen to attend and present at this meeting***. No foreign nationals are permitted to attend.
- Review the [Call for Papers \(pdf\)](#) to determine the most appropriate technical area (subcommittee and mission area) for your abstract's topic.
- By submitting an abstract, you agree to **submit a final paper and publication clearance form by 5 April 2024, submit a final presentation by 19 April 2024**, attend the meeting, and deliver a **25-minute presentation**.
- The submission of a paper is required. Papers will be published in the JANNAF Digital Online Collection (JDOC) after the meeting. **The JANNAF policy of "NO Paper, NO Podium" will be in effect.**
- Presentation anticipated Distribution Statement is a required field when submitting an abstract. This helps the program planning committee to place your presentation appropriately in a session's agenda if accepted.
  - 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).
  - 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.
  - Papers may have different Distribution Statements than their corresponding presentations.
- Submit only unclassified abstracts that are distribution statement A or C (regardless of anticipated paper/presentation distribution statement). **Abstracts will NOT be published** and will only be used by the program committee members for selection and scheduling purposes.
- A maximum of 5 authors may be listed when submitting your abstract for inclusion in the author list for the Preliminary and Final Programs. This limit does not apply to your final paper/presentation. All names will be included in the author list in JDOC.
- Abstract length is limited to 300 words. Exclude tables or figures. State the objective of the work. Describe the scope, method of approach, and any new advances in the state of the art. Highlight important conclusions, and include a brief summary of the data used to substantiate them.
- If you are missing required information, save your form and return once you have obtained the missing information to complete and submit the form.
- If the abstract deadline is approaching and you have not received approval to release your abstract, please contact the ERG meetings team ([meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu)) for guidance on submitting a placeholder.
- The deadline date for submission of abstracts is **1 December 2023**. Please do not submit late without first contacting ERG ([meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu)).

## Abstract Submittal Instructions

You may submit an abstract **with or without** an active JANNAF Secure Portal Account. JHU WSE ERG accepts only **electronic submission** of abstracts. **These details must be submitted via the [Abstract Submittal Site](#)**. 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://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 begin a validation code to ensure the legitimacy of your submission(s).

- a. Select the appropriate meeting (May 2024 JPM/PIB/MSS/LPS/SPS) and complete all required fields. Remember the email address that you have entered, as you will need it for later steps. After completing a short form, 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](mailto:info@erg.jhu.edu) – check your junk mail) within 30 minutes after submitting the request, email [meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu) for assistance.
- c. Save your validation code. You may use this code to submit more than one abstract or to access and complete/submit a draft abstract.

**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 abstract or edit/submit a draft abstract.

- a. 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.

**Step 4:** When all required fields have been completed accurately, review your responses and submit your abstract.

**Step 5:** *If you would like to edit a draft or submit another abstract*, return to <https://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](mailto:info@erg.jhu.edu)) that you used previously to access your draft(s) or start a new submission.
- b. **If you have an active JANNAF Secure Portal Account**, repeat step 1b, and steps 3 - 4.

## Purpose of the Abstract Submittal Site

The Abstract Submittal Site is strictly for the collection of abstract submissions and invited presentation details. If you need the status of your submission or wish to modify any information after you've submitted your form, you must contact the ERG Meetings Team at [meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu). Please do not submit duplicate abstracts or rely on any "status" information you may see for your previous submissions.