

## Instructions for Reviewing SESSION AGENDA Spreadsheet

First, log in to your Portal account at [www.jannaf.org](http://www.jannaf.org) and then navigate to the Program Committee Small Team by clicking the following link: [https://www.jannaf.org/smallteams/smallteam\\_page?id=324](https://www.jannaf.org/smallteams/smallteam_page?id=324)

Prior to the Block Diagram Building meeting (scheduled for 11 August), download, save and review the following file (password protected to prevent modification):

- **SESSION AGENDA Spreadsheet\_Dec2022\_CommitteeReview.xlsx**

### SESSION AGENDA SPREADSHEET REVIEW:

1. Sessions are separated by a gray row. Two-part sessions, and sessions followed by a meeting are separated by thin gray rows.
2. Look for notes in **red text** that point out issues; please address these issues prior to the Block Diagram Building meeting.
  - a. This includes missing or unconfirmed session chairs. We must have **confirmed** session chairs for all sessions ASAP (preferably by 19 August) so that they will receive all Session Chair correspondence, including a Session Chair Packet, in a timely way.
  - b. Missing agendas or Invited Presentation details for Specialist Sessions/Workshops are also indicated in **red** and these must be submitted by 26 August for inclusion in the Preliminary Program. Otherwise, we will publish the descriptive paragraph provided on the Specialist Session or Workshop Request Form.
  - c. Presentations that are still in placeholder status are also in **red**. We recommend putting placeholders at the end of session agendas, where possible, unless you're certain the abstract will be approved.
  - d. Presentations with anticipated distribution statements more restrictive than A or C belong at the beginning of session agendas but must first be approved by the Technical Executive Committee. Presentations for which the distribution statement is still unknown are indicated in **red/highlighted in yellow**. We recommend that these be placed at the end of session agendas where possible.
3. **Panel Meetings:** Please review to ensure that the amount of time indicated for these meetings is accurate. If the meeting needs more or less time than indicated, include this information in your feedback. If you wish to conduct a Panel meeting and did not indicate this previously, please provide the official name of the meeting, the title of the session (and subcommittee-mission area) it should follow, how much time is needed, and the chair(s).
4. **Schedule Info:** The December meeting will run from Monday afternoon to mid-day Friday. For each morning of general sessions (most likely Tuesday through Thursday), plan on morning sessions beginning at 10:00 a.m. If there is no general session, the morning sessions can begin at 8:00 a.m. (no morning sessions on Monday). Morning sessions should ideally end by 12:05 p.m. Afternoon sessions begin at 1:30 p.m. and ideally won't run longer than 5:35 p.m. Wednesday afternoon sessions in some rooms must end by 4:00 p.m. All sessions with more than four presentations should include a 30-minute break. This includes Workshops and Specialist Sessions.

### PREPARE FOR BLOCK DIAGRAM MEETING:

- There are a LOT of unassigned abstracts at the bottom of the spreadsheet. Several subcommittee mission areas have not provided draft sessions. These will be scheduled in the block diagram last, after the block diagram meeting, once we receive the session information forms.
- Before the meeting, address any issues about your session(s) identified in the spreadsheet with red text. If possible, send the missing or updated information to Shelley Cohen by email ahead of time.
- If any Panel meetings are missing, identify which session each needs to be scheduled with and send the required information to Shelley Cohen.
- Come to the Block Diagram Building meeting with an idea of when you want your sessions to be held, but be prepared to be flexible.
- Review all of the sessions and identify any specific sessions that should not be scheduled at the same time and be prepared to raise those concerns.