

Session Chair Guidelines

- 71st JANNAF Propulsion Meeting ◀
 - Programmatic and Industrial Base Meeting ◀
 - 18th Modeling and Simulation ◀
 - 14th Liquid Propulsion ◀
 - 13th Spacecraft Propulsion ◀
- JOINT SUBCOMMITTEE MEETING**

**Oklahoma City, Oklahoma
6 - 9 May 2024**

Contents

Click on an item in the Table of Contents to jump to that section.

Organization of Sessions	Pg. 2
Communication with Authors / Presenters	Pg. 3
Papers and Presentation Materials	Pg. 4
Session Chair Responsibilities at Meeting	Pg. 4

Organization of Sessions

Program Committee Members of the respective JANNAF Subcommittees have selected papers for each session.

- Refer to your Session Chair Packet, once uploaded, for the details of your session. This will include a detailed session agenda, as well as copies of the abstracts assigned to your session. Session Chair Packets will be uploaded to the Session Chair Small Team Workspace and may be accessed by logging in to your JANNAF Secure Portal account at www.jannaf.org.
- Session start, end, and break times will be indicated in the session agenda in your packet.
 - Sessions begin with a 5 minute Session Chair introduction.
 - Unless otherwise indicated in the agenda, each presentation is scheduled for 30 minutes, which includes approximately 5 minutes for Q&A and discussion.
 - Standard start and end times for morning sessions are 8:00 a.m. to 12:05 p.m. (preferably no more than 7 papers), with the exception of Tuesday morning sessions, which begin at 10:00 a.m. (ideally no more than 4 papers).
 - Standard start and end times for afternoon sessions are 1:30 p.m. to 5:30 p.m. (7 papers); sessions that include 8 or more papers may end at a later time.
 - Half-hour breaks are scheduled in both morning and afternoon sessions, where time permits.
- If desired and there is time in the agenda, Session Chairs may invite additional papers to complete their session. Download [How to Submit Invited Presentation Details.pdf](#) from the [Session Chair Information](#) page or the Session Chair Small Team and forward this document to any author(s) you invite. They must complete and submit their presentation information online via the [Abstract Submittal site](#) a.s.a.p. (abstracts are optional so long as the invited presenter enters the Invited Code included in the instructions). Applicable deadline dates are provided below.
 - Adjustments to the session agenda should first be discussed with Shelley Cohen or Atashia Allen to determine the most appropriate plan of action. Please email meetings@erg.jhu.edu.
- **The deadline to submit Invited Presentation details online for inclusion in the Final Program is Friday, 8 March.**
- **The deadline for *other* changes to the Final Program is Friday, 22 March.**

Communication with Authors / Presenters

- Acceptance emails were sent on 10 February to the primary author for papers assigned to your session.
- Authors have been encouraged to utilize the many resources provided in the [Author Information](#) section of the website (<https://www.jannaf.org/mtgs/2024May/pages/authors.html>). Session Chairs are also encouraged to become familiar with these resources in order to offer guidance to authors when necessary.
- If you are inviting papers, please have authors submit their Invited Presentation details via the online [Abstract Submittal site](#), located at <https://www.jannaf.org/abstractstart>, without delay so that invited authors can receive a confirmation email and all subsequent author communication as soon as possible. The required Invited Code is provided on page 2 of [instructions for submitting their information](#).
- **Session Chairs should make early and frequent contact with authors in their session; this will help minimize missed deadlines and withdrawn papers.** Refer to the [Session Chair Timeline / Deadlines](#) for additional guidance and recommended dates for contacting authors. We have provided suggested text for each recommended message, which you will find [HERE](#).

Recommended Author Contact Dates and Topics:

- **Week of 26 February 2024** – introduce yourself and focus on upcoming deadlines, and factoring in time for the internal/external review and approval process, if applicable; send [Presenter Biography Form](#) (first add your email address to the form) and have them return to you by 19 April, or give to you in person prior to the session.
- **Week of 18 March 2024** – reminder of upcoming deadlines; urge them to begin registration process and submit papers and presentations a.s.a.p. for internal/external review if required
- **Week of 1 April 2024** – paper and publication clearance form deadline is this week; presentation deadline is in less than three weeks; registration reminder.
- **Week of 15 April 2024** – get author status update re: paper and publication clearance forms, presentation, and registration; remind author to send you completed Presenter Bio Form.

Important Dates for Authors:

- Papers – upload to ERG by 5 April 2024*
- Publication Clearance Forms – upload to ERG by 5 April 2024*
- Presentations – upload to ERG by 19 April 2024*
- Presenter Biography Form – email to session chair by 19 April 2024 or hand deliver prior to session during meeting
- Register at discounted early rate – registration form and payment due by 5 April 2024
- Pre-Registration must be completed by 19 April 2024; on-site registration using your own device required thereafter

* **NOTE:** Authors who are required to submit their paper/presentation for internal/external review should begin preparations early enough to allow a *minimum* of 2-3 weeks to receive approval in order to meet JANNAF deadlines. **Some STINFO offices now require 30 days or more.**

- Notify the JANNAF Meetings Team (meetings@erg.jhu.edu) immediately of changes to paper title, authors, and organization(s) to ensure accurate publication in the printed Final Program (no later than 22 March).
- If an author informs you that they are withdrawing their paper, please notify the JANNAF Meetings Team immediately (meetings@erg.jhu.edu).
- You will receive weekly Session Chair Update emails beginning 5 weeks prior to the meeting. These messages will give you access to the latest information about which files your authors have uploaded to date. You must have an active JANNAF Portal account.
- **Session Chairs are expected to see that papers, presentations, and paper clearances are submitted by the published deadline dates** (see “Important Dates for Authors”, above).

Papers and Presentation Materials

- Authors of papers must upload all files per the instructions on the [Author Information page](#) of the website.
- **The deadline for submission of papers and publication clearance forms is Friday, 5 April.**
- Electronic *presentation* materials must be uploaded by **Friday, 19 April.**
- If an author informs you that they are going to miss a deadline, they must contact Atashia Allen (meetings@erg.jhu.edu) to request an extension; *extension requests can only be granted by ERG*. Their message must include their 4-digit paper tracking number, and the date by which the delayed item(s) will be submitted.
- Approximately 15-20 minutes prior to the session start time, all presentations will be preloaded onto the laptop that will be used in your session.
- **Please remember that JANNAF adheres to a "no paper, no podium" policy;** papers received after the deadline date may be replaced with an alternate paper, moved to the end of the session, or withdrawn from the final program.
- Again, **Session Chairs are expected to see that papers, presentations, and publication clearances are submitted by the published deadline dates.**

Session Chair Responsibilities at the Meeting

- Pick up your Session Chair folder at the Registration Desk and review the enclosed information.
- Attend the Session Chair Meeting the day of your session (12:45 p.m. Monday; 7:15 a.m. daily for the remainder of the week) for important updates, plus information about any papers or presentations that are still missing for your session, as well as A-V equipment guidance. Location of this meeting will be provided in your Session Chair Packet.
- Meet with your speakers at least 20 minutes prior to the start of your session.
- Chairs of sessions that include presentations restricted at distribution statement B, D, or E will be responsible for controlling access/providing security for these presentations based on attendee organization type (eligibility). If applicable to your session, a list of eligible attendees will be provided for this purpose.
- Make time to visit the virtual Reading Room to read the papers from your session in order to make Best Paper recommendation(s) on your Session Chair Evaluation. Note that only papers marked as distribution statement A or C will be available in the Reading Room.
- Complete and submit the Session Chair Evaluation before you leave the meeting.
- ***It is the responsibility of each Session Chair to ensure that JHU WSE ERG has obtained both the original paper and publication clearance form before authors take the podium to present their papers.***