

SESSION CHAIR CHECKLIST

Make sure you have an Active JANNAF Portal account

>> If you are not sure of your current Portal account status, contact Mionna Sharp for assistance.

(msharp@erg.jhu.edu or 410-992-7300 x222)

>> ALL session chairs must have an active Portal account. Click [HERE](#) for instructions to follow depending on your Portal Account Status.

Download your Session Chair Packet and all forms and guidelines from “Session Chairs – May 2024” Small Team A.S.A.P. Instructions for accessing the Small Team are [HERE](#).

Utilize the resources provided for you in the [“Session Chairs – May 2024” Small Team](#) and on the [Session Chair Information page](#), including the [Resources for Authors](#). It is especially important to review the document entitled, **“Session Chair Guidelines”** to ensure you understand your role and responsibilities.

If you are inviting presenters for a Specialist Session or Workshop, provide them with the [instructions they need](#) ASAP; all Invited Presentation Details need to be **submitted by Friday, 8 March** but it will benefit the presenters and you if they submit well before this date.

Specialist Session and Workshop Chairs must submit their complete/final detailed session agendas (as defined within the Specialist Session and Workshop Request forms) **no later than Friday, 8 March**.

Make contact **early and more than once** with the authors in your session. Recommended dates for this communication as well as suggested text for these messages has been provided in the [“Suggested Emails to Send to Authors”](#) document. This makes communicating with your authors **quick and easy!**

Submit your online Meeting Registration Form a.s.a.p. For all attendees, **registration form AND payment must be submitted by 11:59 p.m. EDT on Friday, 5 April to qualify for the discounted Early registration fee**. Go to the [Registration Steps](#) page of the website for more info and the links you need.

Once the hotel room block has opened in approximately mid-March, reservations must be made NO LATER than 19 April 2024 in order to qualify for the JANNAF discounted rate. However, **JANNAF discounted rooms will likely sell out before this date, so be sure to make your reservation as early as possible**. Reservation information will be provided on the [Hotel page](#) of the meeting website.

Send the authors in your session the blank [Presenter Biography Form](#) and request that it be completed and **returned to you by 19 April**. Be sure to add your email address to the form before sending it to your authors.

Pre-Registration must be completed **no later than Friday 19 April**. On-site registration using your own device will be required thereafter.

IMPORTANT CONTACTS:

** Program Changes (withdrawals, title, author, or presenter changes, etc.) AND

Paper, Presentation & Clearance Form questions –

JANNAF Meetings Team (meetings@erg.jhu.edu)

** For questions relating to topics other than those listed above, see the [Contact Us](#) page of the meeting website (<https://www.jannaf.org/mtgs/2024May/pages/ContactUs.html>)