

Author/Session Chair Timeline

13th SPS / 12th LPS / PIB

WEEK of	Weeks before Meeting	Action
13 Sep	12	Acceptance/rejection letters sent to authors. Authors should begin writing papers and presentations.
10 Oct	8	Estimated week for Session Chair Packets to be posted in Session Chair Small Team Workspace for download.
10 Oct	8	Make sure your JANNAF Portal account is active and you can log in. Don't have one? Apply now! A Portal account is required to view Preliminary Program and to Register for the meeting.
10 Oct	8	Session Chairs make initial contact with speakers in their session <ul style="list-style-type: none"> - Advise them that a short biography will be required for introductory purposes. - Emphasize deadline dates for paper, publication clearance forms, and presentation. - Urge them to complete their deliverables at least 2-3 weeks prior to published deadlines to allow sufficient time for their internal/external approval process. - Feel free to use suggested email messages for the text of your message.
10 Oct	8	Estimated Timeframe for Meeting Invitation and Preliminary Program disseminated to propulsion community; Registration Opens.
21 Oct	6	Final detailed agendas and all Invited Presentation Details due for Specialist Sessions & Workshops. Changes to Final Program due by this date.
24 Oct	6	Session Chairs make second contact with speakers in their session <ul style="list-style-type: none"> - Suggested text for email messages to authors is provided here.
4 Nov	4	Papers and Publication Clearance Forms due.
7 Nov	4	Session Chairs contact authors again regarding pending deadlines. Feel free to use suggested email messages .
14 Nov	3	Session Chairs make fourth contact with authors in session by this date to get author status updates re: paper and publication clearance form, presentation, and registration.
14 Nov	3	Last day for discounted reservations at Huntsville Marriott at the Space and Rocket Center (may sell out sooner)
18 Nov	2	Deadline for completion of online Registration Form. Deadline to pay Registration Fee to qualify for Early discounted rate (all attendees).
18 Nov	2	Presentations files due. Author must have an active JANNAF Portal account to upload.
5 Dec	0	Start date of LPS/SPS Joint Subcommittee Meeting and PIB Meeting.
16 Dec	-1	Last day to submit Session Chair Evaluation and Best Paper recommendation(s).