

# UNIVERSITY PARTICIPANT CHECKLIST

If you are an author, please also refer to the [Author Checklist](#).

## STEP 1

### *Registration Pre-Requisite*

**Attend one of the Virtual Information Sessions** – useful for all attendees but especially for university participants  
*All University Participants are expected to attend. If you are a student please plan to attend with your professor or advisor. Sessions will be held on:*

- Wednesday, 6 March at 3 pm EST
- Tuesday, 12 March at 1 pm EDT
- Thursday, 14 March at 1 pm EDT

### **Have an active Portal Account**

- ALL attendees must have an active Portal account. If you don't have an account, [Apply NOW](#).
- If you are not sure of your current Portal account status, contact Mionna Sharp ([msharp@erg.jhu.edu](mailto:msharp@erg.jhu.edu) or 410-992-7300 x224) for assistance.
- Click [HERE](#) for instructions to follow depending on your Portal Account Status. Government contractor requirements are applicable to University Participants.

**Complete the [Export-Controlled & Need-To-Know Authorization Form](#) no later than Friday, 19 April**

- ALL University Participants attending the meeting must complete this form.
- Must provide Applicant information, Export Compliance Officer and/or Facility Security Officer (FSO), Controlled Unclassified Information (CUI) and Export Control Training agreement and Government Sponsoring Officer (GSO) information with Signature

## STEP 2

### *Registration & Payment*

**Submit your online Meeting Registration Form and Payment a.s.a.p. once registration opens**

- **Complete Registration Form and Payment by 11:59 p.m. EDT on Friday, 5 April 2024 to qualify for the discounted Early registration fee (discount not applicable to students paying the student rate).** Go to the [Registration Steps](#) page of the website for more info. Links will be provided on that page once registration opens in approximately mid-March.

### *Additional Resources*

- Hotel information can be found [here](#).

## QUESTIONS ABOUT:

### **Registration Pre-Requisite & Registration Form**

Mionna Sharp / [msharp@erg.jhu.edu](mailto:msharp@erg.jhu.edu) or 410-992-7300

### **Registration Payment & Hotel Reservations**

Shelley Cohen / [scohen@erg.jhu.edu](mailto:scohen@erg.jhu.edu) or 410-992-7302 x215

For questions relating to topics other than those listed above, see the [Contact Us](#) page of the meeting website.