HOW TO SUBMIT A PLACEHOLDER FOR THE
MAY 2024 JANNAF MEETING

Is your abstract still undergoing the security review process?

We would prefer that you submit a placeholder now (by the 1 December deadline). This is so that we are able to create a database record for your submission and alert the program planning committee of your intended topic (by way of at least the abstract title).

- To submit a placeholder (by the 1 December deadline), complete all of the required fields in the abstract submittal form (https://www.jannaf.org/abstractstart).
  - A title that indicates the topic is **required**.

- Where you would normally provide the abstract itself, provide placeholder text.
  - Placeholder text should be generic text that *clearly indicates it's a placeholder* (such as "This is a placeholder. The abstract will be provided once it has been approved.").
  - It should be *text that does not need to go through any sort of review* process on your end.
  - Please be aware that you must provide a minimum of 30 words in this field.

Please retain these instructions for reference when you have received approval to submit your abstract.

- Once you've received approval to submit the actual abstract, you'll need to *contact us for guidance* on doing so because *you will no longer have the ability to modify the form you submitted*.
  - If the content of your abstract is distribution statement A, you can just attach it to a regular email message.
  - But if the content of your abstract is distribution statement C, then we need to arrange for another method to get it to us and *we'd prefer to discuss those options with you first.*
  - Acceptance of placeholders by the program planning committee is **conditional** and the **submission of the approved abstract is required** or the placeholder will be removed from the program.

The sooner you can get your approved abstract to us, the better. Obviously, the program planning committee would prefer to have the abstract and not just the title.

REMEMBER, you do NOT need a JANNAF Portal account to submit an abstract or a placeholder. Instructions for submitting via the Abstract Submittal site are provided here: https://www.jannaf.org/mtgs/2024May/pages/abstractinfo.html.