

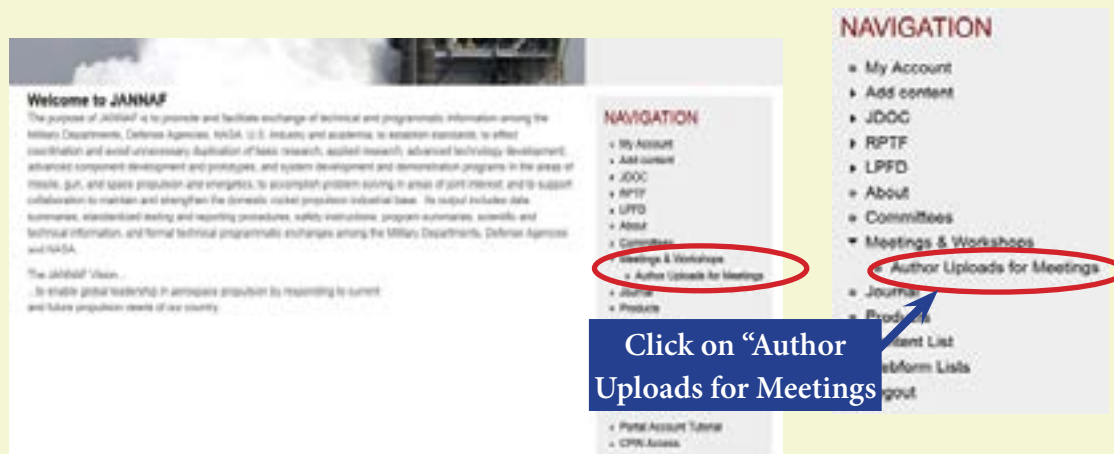
Upload a Paper, Presentation, and Publication Clearance Form

Your unclassified paper, presentation and publication clearance form must be uploaded to the JANNAF Secure Portal. Emailed documents will not be accepted. Please call JHU WSE ERG at (410) 992-7300 if you need assistance uploading your paper, presentation, and clearance. If you have a classified paper and/or presentation, please follow the specific submittal instructions sent to you.

1. Go to <https://www.jannaf.org>; enter your user name and password for your JANNAF secure portal account. Click the login button.



2. Once you have logged in, under the *NAVIGATION* Menu on the JANNAF Homepage, locate the category "*Meetings & Workshops*" option; under this option find and click on "*Author Uploads for Meetings*".



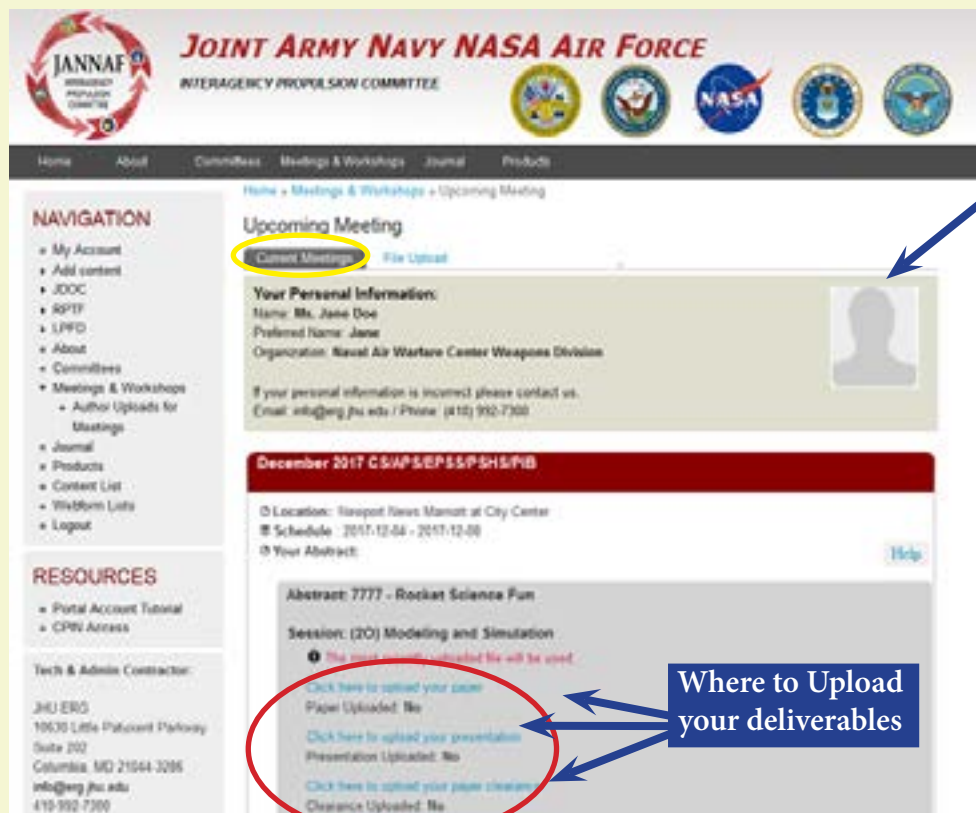
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3. Clicking on “*Author Uploads for Meetings*”, will take you to the “*Upcoming Meetings*” page. You will see your personal information and upcoming meeting(s). There are two tabs, “*Current Meetings*” and “*File Upload*”. Both tabs allow file uploads. On the “*Current Meetings*” tab, your abstract(s) and the session(s) to which they have been assigned are indicated. Below the session number and title, you will see three blue links:

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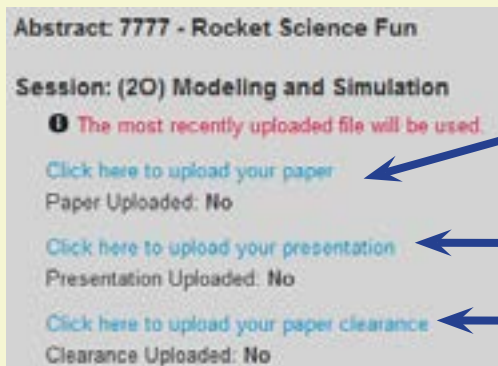
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Your Upload Page

Where to Upload your deliverables



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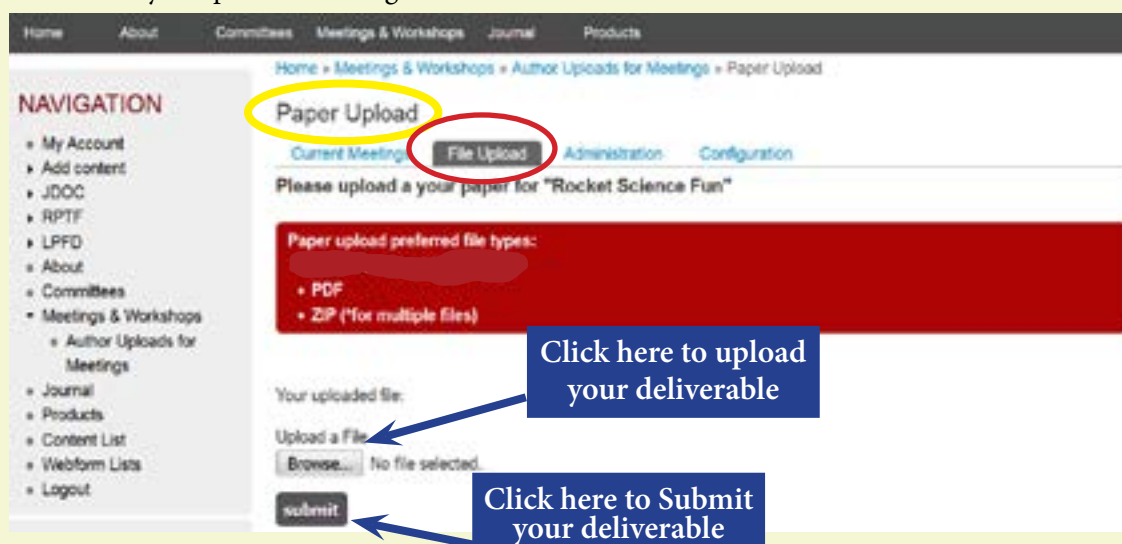
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IMPORTANT TIPS:

- (1) Make sure to PDF your paper before you upload. **PDF is now the required format for all paper submissions.**
- (2) If you have more than one paper in the program, be sure the files you upload go into the folders for the correct paper.
- (3) When uploading multiple files for one deliverable (such as a PPT file and a video); both files must first be saved to a folder on your computer and compressed or “Zipped” before uploading to avoid accidentally overwriting a file. Only one file can be uploaded to each folder on the upload site. Each file uploaded to a specific folder will overwrite any previously uploaded file.
4. For each deliverable you upload (paper, presentation, or clearance form), the process is the same.
 - A. Select and click on the correct link for the file you’re uploading.
 - B. Once on the “File Upload” tab, select the “Browse” button.
 - C. Select the file you wish to upload (**Make sure your files are NOT password protected**).
 - D. Click the “Submit” button to submit your file.
 - E. Next, view the status of your document to verify that your upload was successful. For example, if you uploaded your paper, the status should be “**Uploaded**.” If the status is “**Not Uploaded**”, please try to upload the file again.



**This screenshot is an example of what you will see when uploading deliverables.*

5. **To replace a previously uploaded document**, navigate to the File Upload tab and select “Click here to replace your (Presentation, Paper, Clearance)” link and repeat steps mentioned in #4 above.

