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| **Request to Hold a JANNAF Workshop JANNAF 71st JPM / PIB /18th MSS /  14th LPS / 13th SPS**  **Joint Subcommittee Meeting** | | |
| This form is necessary to hold a workshop in conjunction with a JANNAF meeting. Please fill out all the required information and submit to your JHU WSE ERG technical liaison or to the JANNAF Meeting Planning Team at [meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu).  Workshops must be approved in order to be included in the JANNAF meeting Final Program; this form is the first step in the approval process. For more information please refer to the “[JANNAF Workshop Guide for Chairs](https://www.jannaf.org/mtgs/2023May/images/workshopguide.pdf).”  **Part A** of the request to hold a workshop must be received by the abstract deadline, **1 December 2023**.  **Part B** must be completed and received no later than **26 January 2024** for inclusion in the Preliminary Program**.**  The approval process must be completed *and* a final agenda must be submitted by **8 March 2024** for inclusion in the Final Program.  **PLEASE ADD THE DUE DATES INDICATED ABOVE TO YOUR CALENDAR.** | | |
| **PART A** | | |
| \* Required fields marked with an asterisk Complete and submit this section (cont’d on p. 2) by 1 **December 2023** | | |
| **Workshop Title:\*** | | |
| **Length of Workshop:\***  4 hours  8 hours  2 Day  3 Day Other: | | |
| **Proposed Day(s) (if multiple day workshop, select all that apply):**  Mon.  Tues.  Wed.  Thurs.  Fri. | | |
| **JANNAF Subcommittee:\*** APS  CS  EPSS  JPM  LPS  MSS  PIB  PEDCS  ESHS  HTMAS  SEPS  SMBS  SPS | | |
| **Do you Plan to Require Papers?** **\***  Yes  No | | |
| **Workshop Chair\*** | | |
| Title:  Dr.  Mr.  Ms.  Other | | |
| Name: | Organization: | |
| Work Address: | | |
| City: | State: | ZIP Code: |
| Daytime Phone: | Email: | |
| **Workshop Co-Chair (if applicable)** | | |
| Title:  Dr.  Mr.  Ms.  Other | | |
| Name: | Organization: | |
| Work Address: | | |
| City: | State: | ZIP Code: |
| Daytime Phone: | Email: | |
| **Designated Note-Taker (not a JHU WSE ERG staff member)\*** | | |
| Name: | Organization: | |
| Daytime Phone: | Email: | |
| **Workshop Background\*** | | |
| Please briefly describe the technical need for this workshop. This description will form the introductory text for the workshop in the JANNAF meeting program. Section will expand to accommodate your text. | | |

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| **Workshop Goals\*** Complete and submit this section (cont’d from p. 1) by 1 **December 2023** | | |
| Specific objective(s) of the workshop and planned accomplishments. The outcome of the workshop is required to be submitted to JHU WSE ERG in the form of a workshop final report describing these achievements in detail.  Insert your objectives here. . . Section will expand to accommodate your text. | | |
| **Responsibilities of the Workshop Chair\*** | | |
| I understand that the workshop chair's responsibility is to ensure that all presentations and papers associated with this   workshop have Publication clearance forms submitted to ERG prior to the workshop. | | |
| I understand that the workshop chair is responsible for submission of a workshop final report for publication by ERG. | | |
| I agree to complete and submit Part B of this form no later than 26 **January 2024.** | | |
| **Signatures of Approval\*** | | |
| **Approver** | **Name** | **Signature** |
| Workshop Chair |  |  |
| Subcommittee TSG Chair |  |  |
| **PART B** | | |
| **Agenda\*** Complete and submit this section (cont’d on p. 3) by **26 January 2024** | | |
| **For each agenda item include the presentation title, presenter’s name, and email address, as well as an approximate presentation start time and length.** Each Invited Presenter is ***required*** to submit their Invited Presentation details via the new online Abstract Submittal site **no later than 26 January** for inclusion in the Preliminary Program, or by 8 March for inclusion in the Final Program. Forward the [Instructions for Submitting Invited Presentation Details](https://www.jannaf.org/mtgs/2024May/images/How_to_Submit_Invited_Presentation_Details.pdf) to all invited presenters. Early submission is **strongly** recommended.  Insert your agenda, including approximate presentation start times and length, presentation titles, and author/presenter names here... Section will expand to accommodate your agenda. | | |

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| **Request to Hold a JANNAF Workshop JANNAF 71st JPM / PIB /18th MSS /  14th LPS / 13th SPS**  **Joint Subcommittee Meeting** | | |
| **Invited Workshop Participants\*** Complete and submit this section (cont’d from p. 2) by **26 January 2024** | | |
| A list of invited participants *(attendees)* is required. Please include names, organizations, and email addresses.  Provide list of invited participants here... Section will expand to accommodate your list. | | |
| **Signatures of Approval\*** (the ERG Tech Liaison will handle the approval process) Must be completed by **26 January 2024** | | |
| **Approver** | **Name** | **Signature** |
| Executive Committee Liaison |  |  |
| ERG Director of Research & Operations | Mr. Nick Keim |  |
| **↓ JHU WSE ERG INTERNAL USE ONLY ↓** | | |
| **Notes:** | | |
| **Complete and return this form via:**  **Email:** [**meetings@erg.jhu.edu**](mailto:meetings@erg.jhu.edu)  **Fax: 410-730-4969**  **Mail to: JHU WSE ERG, 10630 Little Patuxent Pkwy, Suite 202, Columbia, MD 21044-3286** | | |

**Form Date: 1/5/2024**