

Guide for JANNAF Workshop Chairs

3/14/2012

Foreword

This document is written for JANNAF workshop chairs and those considering holding workshops as part of a JANNAF meeting. Outlined within is the process that must be followed when planning, holding, and reporting workshop activities as well as recommended best practices. This document does not cover requirements and processes for workshops held outside of JANNAF meetings as these will be handled on a case by case basis.

Contents

1. Requirements for JANNAF Workshops.....	2
2. JANNAF Workshop Process	2
3. Best Practices	3

1. Requirements for JANNAF Workshops

Every workshop held in conjunction with a JANNAF meeting must meet certain requirements in order to be accepted as part of the JANNAF meeting.

- A [“Request to hold a JANNAF workshop”](#) form must be received by CPIAC and approved according to the schedule outlined in the JANNAF Workshop Process below.

The workshop form must include the following information:

- An agenda which includes the presentation title as well as the name, organization, and email address of the speaker for each presentation. Each agenda item must have an allocated length of time.
 - A list of invited participants: their names, organizations, and email addresses.
 - An identified note-taker. The note-taker must be someone other than a CPIAC staff member.
- Each presentation must be collected, either by submission to CPIAC ahead of the meeting or by saving each presentation onto the provided laptop at the time of the workshop.
 - Each presentation must have a completed and signed paper/presentation clearance form submitted to CPIAC prior to the workshop. This requirement is the same as that for JANNAF papers.
 - The workshop chair will submit a final report on the findings of the workshop no later than **6 weeks** after the meeting. The final report must be in the official [JANNAF Workshop Final Report template](#). The final report must be accompanied by a completed and signed paper clearance form due no later than **12 weeks** after the meeting.

2. JANNAF Workshop Process

The following process has been established to make planning workshops at JANNAF meetings as efficient as possible while ensuring that requirements for JANNAF workshops have been met.

1. Submit a [“Request to hold a JANNAF workshop”](#) form to your CPIAC Subcommittee liaison. The form is split into two parts, A and B, with separate deadlines. This is to allow your workshop to be included in the session planning processes while giving additional time to finalize your agenda.
 - Part A of the workshop request form must be submitted by the **abstract deadline** for the JANNAF meeting. This allows the workshop to be placed on the meeting block diagram.
 - Part B of the workshop request form must be completed and submitted no later than **10 weeks** before the date of the JANNAF meeting. This allows CPIAC to include the workshop in the preliminary program and keep track of the presentations for publication.
2. The CPIAC Subcommittee liaison will review the form for completeness and handle the approval process. The request to hold a workshop will be reviewed by the CPIAC liaison, the JANNAF subcommittee TSG chair, the JANNAF EC liaison, and the Director of CPIAC. CPIAC must have a fully approved workshop form no later than **6 weeks** before the meeting.

3. While undergoing review the CPIAC liaison will work with the workshop chair and the JANNAF meeting program committee to select a suitable time-slot for the workshop. The workshop will be listed as tentative in the program until the request to hold a JANNAF workshop has been approved.
4. Between the time the workshop has been approved and the JANNAF meeting the workshop chair should be checking with the presenters to ensure that the workshop presentations are being STINFO reviewed and that a paper clearance form has been submitted to CPIAC.
5. At the JANNAF meeting the workshop chair has the last opportunity to ensure that the workshop presenters have submitted paper clearance forms for their presentations. Presentations without paper clearance forms are not allowed at JANNAF meetings.
6. At the end of the workshop the chair will ensure that all of the presentation materials have been copied onto the desktop of the CPIAC-provided presentation computer. This ensures that the files will be available for publication.
7. After the workshop the chair prepares a final report outlining the results of the workshop, there is an official JANNAF Workshop Final Report template that is to be used for this report. The report must be submitted to CPIAC no later than **6 weeks** after the meeting.
8. The workshop chair must have his workshop final report STINFO reviewed and submit a completed JANNAF paper clearance form to CPIAC no later than **12 weeks** after the meeting.
9. CPIAC will compile the materials of the workshop and the final report for publication.

3. Best Practices

A number of best practices have been established to ensure successful JANNAF workshops.

- Clearly identify specific goals for the workshop.
- In the workshop agenda there should be time slots allocated for discussion with a designated discussion leader.
- A discussion period at the end of the workshop to allow the chair to collect and summarize the conclusions, results, and recommendations that have resulted from the workshop is useful to participants as well as invaluable to help prepare the final report.
- Participation from all stakeholders is key: include each JANNAF member agency, contractors, academics, and subject matter experts.
- Target 20-25 invited participants.
- A 4 hour length is the minimum amount of time necessary to make real progress on an issue worthy of a workshop.