

HOW TO ACCESS THE STATUS OF YOUR SESSION / AUTHOR DELIVERABLES

1. Go to <https://www.jannaf.org/erg/meeting> (*Please copy and paste this link into your preferred web browser*); enter your user name and password for your JANNAF secure portal account.
2. Click the login button.
3. This takes you directly to the “Upcoming Meeting” page. You will see your personal information and upcoming meeting(s). Within the box for the December Meeting, you will see “Sessions you chair” at the bottom.
4. Any sessions you are chairing are listed here with a session number and session title.
5. Click on your session(s) to view the status of all your authors’ uploads. All of your authors and their deliverables will be listed. **NOTE:** Classified papers and presentations will have “Not Uploaded” as their status. Authors of Classified papers/presentations are required to mail those files. You will have the option of viewing any uploaded papers (not presentations) approximately two weeks prior to the meeting. Once available, click the blue [View this paper](#) link. Keep in mind that uploaded papers have not yet been vetted for further dissemination. They are for your use exclusively for review in preparation for your session. Please do not disseminate in any way.
6. **Please pay close attention to the “Notes” section** because there may be an issue with a deliverable that has been uploaded. Requests for deadline extensions will also be noted here.