

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.

IMPORTANT: Papers are *optional* for this meeting. Therefore, the most important deliverables to confirm have been received (and follow up with the author about if they have not) are the **presentation** and the **Publication Clearance Form**. The due dates below are **FIRM**. *Your help in making sure these files are received on time is crucial to the success of your session.*

Week 1 sessions:

7 December through 11 December, Session numbers beginning with 1, 2, 3, 4 or 5
>> *Presentations/Clearance Forms due **30 November*** <<

Week 2 sessions:

14 December through 17 December, Session numbers beginning with 6, 7, 8 or 9
>> *Presentations/Clearance Forms due **7 December*** <<

Beginning approximately two weeks before the meeting, you will have the option of viewing any uploaded papers (not presentations) – when this option is available, you will be able to click the blue **View this paper** link. Once available, keep in mind that papers have not yet been vetted for further dissemination. They are for your use exclusively for review in preparation for your session, and/or to review for best paper recommendations. 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.