

Defense Scheduling Form

***Request dates at least 2 weeks prior to defense.**

***Requests submitted with less notice may not be scheduled on the requested date or time.**

***Presenters must supply, via e-mail, a project abstract when the defense scheduling form is submitted.**

Presenter(s): _____ Graduation Date: _____

Project Title: _____

Advisor or Industry Supervisor: _____ E-mail: _____

Advisor 2: _____ E-mail: _____

Reader: _____ E-mail: _____

Logistics of Your Defense:

1st Choice: Requested Defense Date: _____ Requested Defense Time: _____

2nd Choice: Requested Defense Date: _____ Requested Defense Time: _____

We schedule all of the student defenses in the INI lower level conference room. If you need to host your defense in another location, please let us know where and understand that you may have to reserve the room on your own:

About Your Defense - Please Check All that Apply:

- I will bring my own laptop.
- I will have a PowerPoint presentation.
- I will have demos in my presentation.
- I will need to teleconference to _____.
(Name of person; It is your responsibility to obtain this person's phone number)
- I will need to videoconference to _____.
(Name of person & location that has videoconference capability)
- I want my presentation to be videotaped (**must submit consent form** – available online).

INI will create a defense announcement that will be sent to you, your advisor, reader or industry supervisor and posted to the INI MS B-board. In order to do so, we need a copy of your abstract. Please e-mail a copy of your abstract to the INI Enrollment Services Office at ini-enrollment@andrew.cmu.edu

Submit your completed form and videotape consent form (if applicable) to the INI Enrollment Services Office:

1. Jamie Lehneke, Room 113, jlehneke@cmu.edu
2. Jessica Becker, Room 114, jbecker23@cmu.edu

Questions? Send an email to: ini-enrollment@andrew.cmu.edu