



Carnegie Mellon University
Information Networking Institute

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, an abstract when the defense scheduling form is submitted.

Student Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Project/Thesis Title: \_\_\_\_\_

Project/Thesis Advisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

Advisor 2: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reader: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reader 2: \_\_\_\_\_ 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...
I will need to videoconference to...
I want my presentation to be videotaped.

INI will create a defense announcement that will be sent to you, your advisor, reader or industry supervisor and posted to the INI Slack Channel. In order to do so, we need a copy of your abstract. Please e-mail a copy of your abstract to the INI Academic Affairs Office at ini-academic@andrew.cmu.edu.