Scheduled Dissertation Defense Room Reservation Form

Notice: Submission must be made at least 15 working days prior to the date of the scheduled defense, and defenses must still be scheduled through the Graduate College for thesis and dissertation.

Student’s name: __________________________ ID# __________________________

Contact Phone Number: __________________________ Email: __________________________

Program: __________________________ Concentration: __________________________

Chair: __________________________

Title of Dissertation: __________________________

Date of Defense: __________ Start Time: _______ End Time: _______

*Defenses are scheduled for two hour blocks of time

Room Reservation time requested: Start Time: _______ End Time: _______

NOTE: Students may enter the room 30 minutes prior to defense and may stay up 30 minutes after the defense has ended, but must request this (i.e. defense is at 10 am, request to enter in room at 9:30).

Select three rooms from the list below:

Notice: Accommodations will be made based on availability of the rooms. Students are responsible for all media equipment that is used.

(Capacity and media available in Parenthesis)

- CDS 101 (8-10)
- CDS 127 (14-16, White board)
- CDN 156 (10, 2 Whiteboards)
- CDN 64 (30 +, Screen, and LCD projector, available tables)
- CDS 147 (19, laptop connection, video projector, overhead projector, screen, DVD player and audio system)
- CDS 143 (18, laptop connection, video projector, overhead projector, screen, DVD player and audio system)
- CDS 141 (18, laptop connection, video projector, overhead projector, screen, DVD player and audio system)
- CDN 274 (16, laptop connection, video projector, overhead projector, screen, DVD player and audio system)

For Internal Use:

☐ Confirmed with Chair  ☐ Defense Announcement

Room Assignment: __________________________

☐ Room assignment Communicated to Student

By: __________________________

Date: __________________________

Revised: 3-26-09