Carnegie Mellon University
Information Networking Institute

Project Presentation Services Request Form
*Request dates at least 2 weeks prior to presentation.
*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 presentation request 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 Presentation:
1ˢᵗ Choice: Requested Presentation Date: _____ Requested Presentation Time: _____

Requested Location (preferably an INI room or on-campus): _____
*Please note that campus locations are not readily available during the academic year.

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

Requested Location (preferably an INI room or on-campus): _____
*Please note that campus locations are not readily available during the academic year.

About Your Presentation - Please Check All that Apply:
☐ I will have a PowerPoint presentation.
☐ I will have demos in my presentation.
☐ I will bring my own laptop.
☐ I will need to teleconference to_____.
　　　　　　　　　　　(Name of person; we have a teleconference bridge and will provide dial in instructions)
☐ I will need to videoconference to_____.
　　　　　　　　　　　(Name of person & location that has videoconference capability)
☐ I want my presentation to be taped (**must submit consent form** – available online).

INI will create a presentation announcement. In order to do so, we will need a copy of your abstract. Please e-mail an abstract of your project to the INI AAO at ini-enrollment@andrew.cmu.edu

If there are any individuals you wish to receive a notification, please list them below.

Name	Email Address	Department
Name	Email Address	Department

Submit your completed form to the INI AAO:
1. Asia Donegan, aslloyd@andrew.cmu.edu
2. Jessica Becker, jbecker23@cmu.edu
Questions? Send an email to: ini-enrollment@andrew.cmu.edu

INI 01/18