**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 __________________________.  
  (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.

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.

Submit your completed form to the INI Academic Affairs Office: ini-academic@andrew.cmu.edu