

Thesis/Dissertation Defense Meeting Room Request Form

To request set up for a face-to-face *and/or* a Zoom meeting room for a thesis or dissertation final oral defense, please provide the information requested below. The committee members and candidate are the only attendees in the face-to-face meeting. Guest can be invited to participate in the session via Zoom. All Ph.D. face-to-face defense sessions will be held in the Graduate School building (Annex 3) unless otherwise requested and approved.

Incomplete forms will not be processed. When complete, send the form to bgoodwin@howard.edu. **Please keep in mind that only thesis/dissertation oral defenses set up by the Graduate School are valid.**

Submit this form at least one week prior to the proposed date. **Check one:**

- Zoom oral defense only.
- Zoom and face-to-face oral defense. The external examiner can participate via Zoom. **The advisor must set up the Zoom invite.** The advisor is also responsible for bringing the laptop, requesting the projector, sharing the link and managing the room.

Student Name & ID no.	
Email Address	
Phone Number	
Degree Program (M.A., M.C.S., M.Eng., M.P.H., M.S., Ph.D.)	
Research Specialization	(Ph.D. candidates only)
Title of Thesis/Dissertation	

What is the purpose of the defense?

- _____ Pre-dissertation oral meeting (committee members and candidate only).
 _____ Final Oral Presentation

What date/day(s) & time(s) are being requested? (Enter information in the table below)

To ensure availability, please indicate more than one date/time where all participants would be available. The candidate and the committee must be in the Zoom meeting room for the entire duration of the oral defense. Each Zoom meeting room will be scheduled for 2.5 hours to allow ample time for a technology check-in and the oral defense.

	Date: (mm/dd/yy)	Day: (M, Tu, W, Th, F)	Start Time:
1 st choice			
2 nd choice			
3 rd choice			

Committee Information: (Full name, email address, phone number)

Committee Chairperson	
Thesis/Dissertation Advisor	
Committee Member	
Committee Member	
Committee Member	
External Examiner	
Graduate School <i>Ex Officio</i>	