DEFENSE ADVERTISING PROTOCOL

After a Graduate Student’s major advisor approves an MS thesis or a PhD dissertation, the student schedules a public presentation, followed by an oral thesis or dissertation defense with questions from their advisory committee regarding the student’s research, analysis and written presentation. The following protocol will assist the student with making reservations and advertising.

DEPARTMENT CHAIR NOTIFICATION

Please inform, via e-mail, Dr. Christa Mulder, Biology and Wildlife Chair, (Biology) at cpmulder@alaska.edu or Mark Lindberg, Wildlife Program Chair, (Wildlife) at mslindberg@alaska.edu as soon as a time and location for your public defense is scheduled.

FLYERS

Please display flyers (81/2” x 11”) 2 weeks in advance in IRV I, WRRB, AHRB; and ask department staff to send copies to CNSM in the Reichardt Building, Bunnell, and any other buildings that may be appropriate. (Most people make about 2 dozen-color is preferred.) If you are scheduling from a distance, office staff may be contacted to assist with this effort. Printing Services in Bunnell can print color copies. Please send an electronic flyer copy to fybio@uaf.edu and Carol Piser at capiser@alaska.edu.

IAB & BIOLOGY AND WILDLIFE WEB CALENDARS / IAB LIFE SCIENCE NEWS / UAF WEEKLY SCIENCE CALENDAR

To advertise electronically on the three calendars and Life Science News, one needs only to provide the information on the IAB home page at www.iab.uaf.edu. Select “Events and Seminars” in the left column and then the “Submit Event” tab at the far right above the calendar. (You may also post information directly to the internet at the following link: www.iab.uaf.edu/events/submit_events.php.) Select “Graduate Defense” as the Event Type and fill in all the information on the form. Click the “Submit” button when finished and the IAB Calendar, Life Science News, and Weekly Science Calendar will all post at the same time. Please submit this information at least 2 weeks in advance, or earlier, as soon as a date and location is scheduled.

Please include the following information in all advertising: Defense Title, Type of Defense (e.g. M.S. Thesis or Ph.D. Dissertation), Presenter, Time, Day, Date, Location and point of contact (phone and/or email).

ROOM SCHEDULING - DEFENSE

Please remember to schedule enough time for set up and clean up when reserving a room. If audio/video conferencing is necessary, to include all committee members, please contact Biology and Wildlife staff for assistance. (It may be advantageous to also schedule a practice time in the same venue a day or two in advance.)

201 Irving I – 7100 / Carol Piser capiser@alaska.edu (Biology and Wildlife Dept.)
Elvey Auditorium / Globe Room – 7243 / Dolores Baker dbaker@alaska.edu (Geophysical Institute)
IARC (check out the conference rm. photos on their website) http://www.iarc.uaf.edu/conferences/conf_room_descriptions.php (401 is the largest) – make reservation online and receive email confirmation, or for emergencies 1584 / Vicky Zins vazins@alaska.edu (IARC)
Butrovich Regents’ Conference Room - 8010 / Board of Regents Office
Reichardt Natural Science Facility Auditorium – 7941 / Hild Peters hmpeters@alaska.edu (CNSM)
Schaible Auditorium – 6023 / Becky Phillips fyroom@uaf.edu (Wood Center)
201 O’Neill – 5840 / Christina Neumann cneumann@alaska.edu (SFOS)

ROOM SCHEDULING – POST DEFENSE

You will also need to reserve a room immediately following the Q&A portion of the public presentation to meet with your committee for approximately 2 hours of post-presentation questioning by your committee. Below are suggested sites:

IAB Library, 311 Irving I – 7658 / Aly Moehle moehle@alaska.edu (IAB Director’s Office)
207 or 208 Irving I – 7100 / Carol Piser capiser@alaska.edu (Biology and Wildlife Dept.)
307 O’Neill – 7188 / Martha Westphal mmwestphal@alaska.edu (SNRAS)
210 WRRB Conference Rm. – at http://www.uaf.edu/research/about/conference-room/ - make reservation online and receive e-mail confirmation, or for emergencies, 7314 / Donna Pace dmpace@alaska.edu (Center for Research Services)
Sherman Carter Conference Room (in the Butrovich Building) – 8300 / Statewide help desk