

## Defense Advertising Protocol - Academic Year 2009

### REQUIRED NOTIFICATION TO DEPARTMENT CHAIR

Inform Dr. Rich Boone via e-mail ([ffrdb@uaf.edu](mailto:ffrdb@uaf.edu)) as soon as a time and location for your defense is scheduled. If you are a Wildlife Biology graduate student, then please inform the Wildlife Program Chair, Dr. Perry Barboza, via e-mail ([ffpsb@uaf.edu](mailto:ffpsb@uaf.edu)) with your defense time and location.

### POSTERS

Please display posters 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. Please send an electronic copy of your poster to [fybio@uaf.edu](mailto:fybio@uaf.edu).

### IAB WEB CALENDAR / IAB LIFE SCIENCE NEWS / CENTER FOR GLOBAL CHANGE WEEKLY SCIENCE CALENDAR

From the IAB home page at [www.iab.uaf.edu](http://www.iab.uaf.edu), select "Events and Seminars" in the left column, then the "Submit Events" sub-menu item, and lastly, select the Graduate Defense item from the list on the right. (You may also go directly to this form with the following link: [www.iab.uaf.edu/events/submit\\_events.php?event\\_type=GTD](http://www.iab.uaf.edu/events/submit_events.php?event_type=GTD).) Fill in all the information on the form. Click the "Submit" button when done and the IAB Calendar, Life Science News, and Weekly Science Calendar will all post at the same time. Submit this information at least two weeks in advance, or 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, PhD. Dissertation), Presenter, Time, Day, Date, Location and point of contact (phone and/or email).**

### ROOM SCHEDULING - DEFENSE

Remember to schedule time for set up and clean up. If audio/video conferencing is necessary to include committee members, please contact Kelly Sinkey at x7671 for audio conferencing and OIT Video Conferencing Services at 450-8390 for video conferencing. (It may be advantageous to also schedule a practice time in the same venue.)

- **201 Irving I** – Kelly Sinkey / Biology and Wildlife at 7671 ([fnkls1@uaf.edu](mailto:fnkls1@uaf.edu))
- **Elvey Auditorium / Globe Room** - Dolores Baker / GI at 7243 ([dolores@gi.alaska.edu](mailto:dolores@gi.alaska.edu))
- **IARC** (check out the conference room photos on their website): [http://www.iarc.uaf.edu/conferences/conf\\_room\\_descriptions.php](http://www.iarc.uaf.edu/conferences/conf_room_descriptions.php) (401 is the largest) – make reservation online and receive e-mail confirmation, or for emergencies call Vicky Zins at 1584
- **Butrovich Regents' Conference Room (Rm 109)** - Board of Regents Office at 450-8010
- **Reichardt Natural Science Facility Auditorium** - call Hild Peters at 7941 ([fnhmp@uaf.edu](mailto:fnhmp@uaf.edu))
- **Schaible Auditorium** - call Catherine Grieve at 6023 ([fyroom@uaf.edu](mailto:fyroom@uaf.edu))

### ROOM SCHEDULING - POST DEFENSE

You will also need to reserve a room for approximately 1-1½ hours of post-defense "grilling" :- ) immediately after your Q&A. Below are suggested sites.

- **IAB Library, 311 Irving I** – IAB Director's Office at 7640
- **207 or 208 Irving I** – Kelly Sinkey at 7671 or Carol Piser at 6294 (Biology and Wildlife)
- **307 O'Neill** – Wanda Tangerman at 7188 (SNRAS)
- **210 WRRB Conference Rm.** – at <http://www.uaf.edu/research/conference.html> - make reservation online and receive e-mail confirmation, or for emergencies Nikki Blake at 7314 [nikki.blake@alaska.edu](mailto:nikki.blake@alaska.edu)
- **Sherman Carter Conference Room** (in the Butrovich Building) - call Statewide help desk at 450-8300