Scheduling your defense

- **PhD Students** – schedule at least 1 month ahead so it can be published in the University Times and the SHRS website.
- **Master Students** – schedule at least 2 weeks ahead, so it can be published on the SHRS website

When you are ready to schedule your Defense you will need to follow these steps to reserve your room and create your announcement:

**Forbes Tower: reserve a classroom, (or see below for outside Forbes Tower):** go to the SHRS Room Scheduling system to request a room, the link is provided on the [SHRS Website](https://www.shrs.pitt.edu/StudentServicesSplash.aspx?id=3698) under Current Students, Student Services, Doctoral/Masters Thesis. Click on **ETD (Electronic Thesis and Dissertation)**. You will see “Setting up your Defense”.

- Under Login Required on the left, click on Request Room
  - Things to remember when requesting a room:
    - Double check the date you are defending
    - **Start and end** time - make sure to allow you enough time to setup and clean up.
    - Will it accommodate enough people?
    - Does it have the AV equipment you will need?

- Click on **Search for available rooms**
  - Check the Room Info to see if it is set up for your needs (do not pick a room with treatment tables) click the back arrow to get back to your reservation.
  - Click Request to select that room and then finish with required information

- **Submit Required Information**
  - Type in your Short title – Your name and either Dissertation or Masters Thesis
  - Description – Title of Dissertation or Masters Thesis
  - Instructor/Organizer’s name – Your name
  - Instructor/Organizer’s email – Your Pitt email
  - No food is allowed!
  - Submit Request

- Once the request is approved, you will receive an email from Student Services, usually with in a business day.
- You can then create your announcement

**Outside of Forbes Tower – remote dissertation defense:**

- Reserve your classroom through the correct administrative personnel in your building:
  - **Bakery Square** – Terence Washington - HERL Conference Room and **Bridgeside Point** – Corinne Grubb, classrooms
- Teleconferencing must be made available - there must be access provided to the community to participate via teleconferencing. The teleconference system used should include the ability for interactive participation of viewers and not simply passive observation.
- Provide Debby Keelan with the instructions for participation by teleconference at least 2 weeks prior to the defense so that they can be distributed to the community. SHRS IT support has recommended Skype for Business and has provided the links below for information on how to use this system.
• The links to information on teleconferencing provided by SHRS IT are as follows:
  o Online documentation
    http://technology.pitt.edu/tags/skype-for-business
  o Install Skype
    http://technology.pitt.edu/support/install-skype-for-business-windows
  o Request a dial-in conference call number option
    http://technology.pitt.edu/support/request-a-dial-in-conference-call-number
  o Schedule a Skype Meeting
    http://technology.pitt.edu/support/schedule-a-meeting-through-my-pitt-for-students

Create Your Announcement: Once you have received your email confirming your room, you will need to complete the “Create Your Announcement form” located on this same website under Current students, Student Services, Doctoral Page.

After you submit this form it will go to Debby Keelan for verification and approval from you and your chair. After it is approved it will be sent to Jen Falo, the administrator to Dean Delitto, for release to all SHRS, University Times, Health Sciences Calendar, and SHRS website and digital screens.

If you need to make any changes please contact Debby dkeelan@pitt.edu, or Jen jfalo@pitt.edu.