

DEFENSE ADVERTISING PROTOCOL

After a Graduate Student's major advisor and committee 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.

DO NOT schedule your defense during faculty meetings on Tuesdays and Thursdays from 1:00 p.m. to 2:00 p.m. and please avoid the weekly (Friday) afternoon Life Science seminar.

DEPARTMENT CHAIR NOTIFICATION: Inform, via e-mail, the current Biology and Wildlife Chair (Diane Wagner: diane.wagner@alaska.edu) as soon as a time and location for your public defense is scheduled.

FLYERS: Display flyers (8 1/2" x 11") **2 weeks** in advance in MURIE, IRV I, WRRB, AHRB, Elvey and O'Neill; and any other buildings that may be appropriate. (Most people make about 10.) Send an electronic copy to uaf-bw-dept@alaska.edu, the CNSM Graduate Coordinator (uaf-cnsm-grad@alaska.edu) and the Graduate School (uaf-grad-school@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 website at <https://www.iab.uaf.edu/news/>. Your submission will be sent via e-mail to those who schedule the various on-line calendars, Life Science News (yellow sheet), and the Weekly Science Calendar. Submit this information **at least 2 weeks in advance**, or earlier, as soon as a date and location is scheduled.

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

ROOM SCHEDULING – DEFENSE: Schedule enough time for set up and clean up when reserving a room. If audio/video conferencing is necessary to include all committee members, contact OIT (Office of Information Technology) at 450-8300 to schedule. It is advantageous to also schedule a practice time in the same venue a day or two in advance. Below are suggested sites:

Murie Auditorium-104, Murie 107 (videoconferencing capable) – x6294 / Pauline Thomas: pthomas10@alaska.edu (Biology and Wildlife Dept.)
Elvey Auditorium / Globe Room – 7243 / Dolores Baker: djbaker@alaska.edu (Geophysical Institute)
IARC – <https://uaf-iarc.org/about-iarc/conference-rooms/> is the webpage to make reservations online and receive email confirmation.
Butrovich Regents' Conference Room, Room 109 - 450-8010 / Board of Regents Office
Reichardt Pearl Berry Boyd Hall – 474-6023 / Ryan Keele: uaf-event-schedule@alaska.edu (Wood Center)
Schaible Auditorium – 474-6023 / Ryan Keele: uaf-event-schedule@alaska.edu (Wood Center)
201 O'Neill (videoconferencing capable) – x5840 / Christina Sutton clsutton3@alaska.edu (CFOS)
Irving 201 (video conferencing capable) – x6237 / Sarah Barber: fysched@uaf.edu (Registrar's Office)

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 – 3 hours of post-presentation questioning. Below are suggested sites:

IAB Library, 311 Irving I (audioconferencing capable) – x7649 / uaf-iab-directoroffice@alaska.edu
Murie Bldg. conference rooms (videoconferencing capable) – x6294 / Pauline Thomas: pthomas10@alaska.edu (Biology and Wildlife Dept.)
305 or 307 O'Neill (audioconferencing capable) – uaf-snre@alaska.edu (SNRE)
210 WRRB Conference Room – x6000 / Center for Research Services
Sherman Carter Conference Room (in the Butrovich Building) – x8380 / Statewide
Fish Bowl Conference Room (O'Neill Building) (audioconferencing capable) – x5840 / Christina Sutton: clsutton3@alaska.edu (CFOS)