**Related Proposal and Dissertation Defense Procedure**

3-4 weeks in advance:

1. Set a date/time with your committee.

2. Send an email to chelsea.bartos@uconn.edu:

* Date/Time
* Please specify - will you need 1 room or 2 for the proposal/ defense and approximately how large? Do you have specific rooms in mind that you are hoping to use? Please consider if you will need conference rooms before/after as well.

3.Chelsea will forward this info to Maria (maria\_paula.acosta\_bello@uconn.edu) who will discuss this with you further and make the reservation on your behalf. Please look for a final confirmation from Maria that the room has been reserved.

4. After a date/time/location have been reserved and confirmed by Maria, please send the following information to Susan (susan.vining@uconn.edu):

RELATED PROPOSAL:

Name

BA/BS Undergraduate Institution

Title

Date/Time

Location/and or Webex Link

Major Advisor:

Associate Advisor:

Associate Advisor:

Examiner:

Examiner:

Please include a headshot for publication

DISSERTATION DEFENSE:

Name

BA/BS Undergraduate Institution

Title

Date/Time

Location/and or Webex Link

Major Advisor:

Associate Advisor:

Associate Advisor:

Examiner:

Examiner:

Link to Dissertation

Please include a headshot for publication