

Graduate Student Defense Seminar

Completed forms to be sent to [Lisa Hilfiker](#).

The completed form serves as your RSVP.

Defense Seminar Guidelines

1. Defense seminars should be scheduled at least **1 month** before the date.
2. All defense seminars will be streamed and available to the general public.
3. Rooms will be assigned in the following preference order:

Defense Seminar

- KEIM 150
- KEIM 264
- KEIM 262
- [East Campus Union](#)

Committee Meetings

- PLSH 279M
- KEIM 202N
- PLSH 375

In Person defenses are scheduled for 2 hours, with 1 hour to present, 30 minutes to set up and 30 minutes for cleanup. If there is a time conflict, Lisa, or someone from the Office Pro Team will reach out.

Note: Students using the Union will be required to secure their own technology assistance from the Union staff.

4. Students **will be required** to designate a zoom moderator. It can be anyone of your choosing (recommended moderators can include your advisor, a committee member, or a fellow graduate student).
 - Moderator will be expected to provide basic light, sound, and video adjustments, as well as online question relay.
 - Moderator will need to bring a laptop computer and earbuds.
 - Moderator needs to be present 30 minutes prior to the defense seminar
5. **One month** before the seminar each student will receive communication from the Office Pro Team confirming the title of the seminar and abstract/description. **Please let them know if anything needs to be changed.**
6. The zoom link for your defense **will be created** by the Office Pro Team and shared with you and your moderator before the defense so that you may share it with those outside of UNL.
7. **Every seminar will be advertised** to the Department of Agronomy and Horticulture Faculty, Staff, and Graduate Students **three weeks prior** to the public seminar, **a week before**, and a reminder **the day before and/or the day** of your seminar depending on the start time.

8. If your reserved room is open, you are welcome to practice. We do ask that you **practice using only your computer**. The Office Pro Team will handle **ALL** technology.

Name:

Email:

Degree: MS PHD

NUID:

Advisor:

Email:

Date of Defense Seminar:

Start Time of Defense Seminar:

Reserved Room:

Zoom only: Yes No

Moderator Name:

Moderator email:

****Please include your abstract or short description for your dissertation, project, or thesis as a separate attachment when turning in this form.**

Technology Requirements

PowerPoint is the recommended format for your presentation. Please let Lisa or the Office Pros know if you will be using a different format prior to your defense.

Is there a reason your defense should not be recorded? Yes No

****The following are for In-Person Defenses Only****

Room Reservations

We will reserve your room ½ hour before your defense seminar to allow time to prepare. We will also reserve the room ½ hour after the defense seminar to allow for questions, reception, and clean-up. This room is reserved for a total of 2 hours.

A conference room will be reserved immediately after your defense seminar to meet with committee members for 3 hours. This will allow plenty of time for your meeting without interruption.

Refreshments

Refreshments are not provided by the Department, but you are welcome to bring your own. The office staff will provide clean-up assistance, if needed.

Will you be providing refreshments? Yes No

If you are using the Union, you must arrange for refreshments with University Catering. You can contact them at (402) 323-8422 or email unlcatering@unl.edu.