

# 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](mailto:unlcatering@unl.edu).