Scheduling Your Defense

When you are ready to schedule your defense, you will need to follow these steps to reserve your room and create your announcement. The announcement will be emailed to the entire school, and placed on the digital screens in Forbes Tower and on the [University Events Calendar](#)

- ❖ **PHD Students – schedule at least 1 month ahead**
- ❖ **Master students- schedule at least 2 weeks ahead**

Oral examinations may either be scheduled on the Oakland campus, in SHRS buildings located outside of Oakland, or remotely. The decision on location of the defense is at the discretion of the dissertation committee and student.

In Person Option: If the examination will be scheduled for in-person format, the room selected for the oral examination should provide adequate space for **in-person attendance and electronic resources to provide a remote attendance option**, (using Zoom or Teams) for those in the university community who wish to attend but are unable to attend in-person.

SHRS Buildings Outside of Oakland: Please reach out to the building contact below to schedule your room:

- Bakery Square – Meghan Wander, MEW135@pitt.edu
- Bridgeside Point – Grace Hariharan, GPM21@pitt.edu
- NMRL – Dawson Baloga, EDB38@pitt.edu

Reserving a room in Forbes Tower: Use the SHRS Room Scheduling system to request a room, www.shrs.pitt.edu/WebRRS . This can also be found on the ETD page on the SHRS website: [ETD (Electronic Thesis and Dissertation) | University of Pittsburgh School of Health and Rehabilitation Sciences](#) Under Schedule Your Room.

You will use your Pitt ID and password to login.

- ➢ Under Login Required on the left, click on Request Room

    Things to remember when requesting a room:
    - o Click on the start date field.
    - o *Start* and *end* time- make sure to allow you enough time to setup and clean up.
    - o Will it accommodate enough people?
    - o Does it have the AV equipment you will need?

- ➢ Click on Search for available rooms
    - o 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.
    - o Click Request to select that room and then finish with required information

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

Your request is now entered. You will receive an email from Student Services when it is approved, usually within one business day

You will need to wait for that approval before moving on to Creating Your Announcement.

Remote Option: Remote dissertation examinations should be conducted on a Pitt supported Zoom or Teams link, which will be provided in the university-wide announcement.

- Zoom: https://www.technology.pitt.edu/services/zoom-video-conferencing
- MS Teams: https://www.technology.pitt.edu/services/microsoft-teams

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Create Your Announcement

Once you have received your email confirming your in-person room, you will now need to fill out the Create Your Announcement form. Use this link Creating Your Announcement

After you submit this form, it will go to Courtney Fleck/Student Services for verification and approval from you and your chair.

Your picture!
We would love to have your picture included for the Defense announcement on the SHRS website! Please send it to Courtney Fleck Courtney.fleck@pitt.edu.

Provide a picture that best illustrates you and your research

- It can be a candid picture, i.e., not looking at the camera
- Make sure that it is landscape format, not portrait
- Provide a sentence that summarizes what you are doing

If you need to make any changes to your defense date, room, or announcement,

please contact Courtney Fleck ASAP.