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# DEFENSE PROGRAM INFORMATION

**When preparing for your dissertation defense, it is essential that you provide the following information to the IBS office [**[**gwibs@gwu.edu**](mailto:gwibs@gwu.edu)**] in a timely manner**

* Email the IBS office with your Defense Exam Form and this Dissertation Program Information form as soon as you have confirmed the scheduling with your committee members (minimum 2 weeks in advance, but *as early as possible* is advised as there are some times when rooms are in high demand).
* Please check with faculty members about their current titles and affiliations to ensure they are correct (that is not something we have reliable access to – we have provided some examples of format in Section 2 below). You should also attach your most recent CV in your email to us.
* From this information, we will create flyers [please email us to request some if you want to post on your own], an email announcement, and your dissertation program [15 copies typically printed – we will drop them off in the room immediately prior to your defense].

## Section 1 – BASIC INFORMATION

YOUR NAME: As you wish it to appear on your announcements and programs

DISSERTATION TITLE: Insert defense title exactly as it should appear

DEFENSE DATE AND TIME: e.g. December 20th, 2016 - 9:00 a.m. to 12:00 p.m.

PHD PROGRAM:

□ Cancer Biology

□ Genomics & Bioinformatics

□ Microbiology & Immunology

□ Neuroscience

□ Pharmacology & Physiology

DEFENSE LOCATION: *Provided by IBS* (we will book a room once we have received the documentation confirming your defense)

EDUCATION and DEGREES (Please list any other degrees you have and the dates you received them)

e.g. B.S., 2012, The George Washington University

## Section 2 – THE COMMITTEE

You should confirm the correct current title with each of your committee members, as institutional websites and other sources are often not updated in a timely manner when titles change.

DIRECTOR (your mentor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_, PhD, Professor of BLANK

CO-MENTOR (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_, PhD, Professor of BLANK

COMMITTEE MEMBERS:

Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_, MD, Professor of BLANK

Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_, PhD, Associate Research Professor of BLANK

Inside Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_, PhD, Associate Professor of BLANK,

Outside Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_, PhD, Assistant Professor at the Department of BLANK, SCHOOL NAME

PRESIDING OVER THE DEFENSE (chair):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PhD, Graduate Program Director of BLANK; Professor of BLANK

## Section 3 – DISSERTATION ABSTRACT

Copy your abstract below – limit of 350 words (we may have to use our discretion to cut if the word count is exceeded)

## Section 4 – ACCOMPLISHMENTS

List your publications, presentations, honors and awards as indicated below in an appropriate format. Please list them in order of importance and chronology (i.e. first author and/or most recent works at the top). There is limited space in the final program (1/2 page) for this entire section so we may have to use our discretion to cut some items here if space requires – listing your most important achievements towards the top of each category will help us should this be necessary.

PUBLICATIONS:

PRESENTATIONS:

HONORS and AWARDS:

## Section 5 – EVENT LOGISTICS

1. External Guest List: Please list the first and last names of any possible guest(s) who may attend in-person but do not have access to Ross Hall (this list will be included with your room reservation to expedite the sign-in process at the front desk for your guests on the day of the defense):
2. Refreshments: The IBS does not provide any refreshments for defenses, but students are able to bring reasonable amounts of food and beverages with the understanding that the student is responsible for any set-up and delivery, as well as clean up of the room and disposal of any leftover items. Will you have refreshments at your defense? Y / N