

**THESIS/PROJECT PRESENTATION (DEFENSE)**  
**ROOM/EQUIPMENT RESERVATION FORM**

Please book your room with the date and time and equipment needed with Lynda Stanbrough at the OSN front window 30-60 days prior to your Thesis/Project Presentation (Defense).

Student Name \_\_\_\_\_

Thesis/Project Chair \_\_\_\_\_

Date of Thesis/Project presentation (Defense) \_\_\_\_\_

Time of Thesis/Project presentation (Defense) \_\_\_\_\_

Room Preference (Check One)\*

\*Lynda Stanbrough will verify if room is available when turning in form

Mildred Harmon Conference Room-OSN 222 \_\_\_\_\_

OSN 101 \_\_\_\_\_

OSN 107 A \_\_\_\_\_

Equipment Needed (Check One)

(IF EQUIPMENT IS NOT CHECKED, WE CANNOT GUARANTEE AVAILABILITY)

SMART CART \_\_\_\_\_ (Student is responsible for operation of SmartCart)

OTHER (Please specify) \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Chair