Burnaby, Bennett Library: Thesis Defence Room Booking Form Preview

Below are booking form fields that you will be asked when submitting a Thesis Defence Room (TDR) booking request. Please include all details when submitting your TDR booking request so that Library staff can arrange the room and provide the equipment needed.

Public thesis defence title. Eg. John Doe, GEOG, PhD or Jane Smith, CRIM, MA. (Or meeting name). *	
Is this booking for a thesis defence or a practice defence? *	o Yes. Thesis defence. I have included thirty (30) minutes set up time in advance of the formal defence start time. Please complete entire form. o Yes. Practice only. These are usually scheduled for one (1) hour, but if time is available, we can accommodate longer. Please complete entire form. o No. You may skip the rest of this booking form and click on the "Submit my booking" button at the bottom of the page. Use the "Additional notes" box to include special instructions such as room configuration requests.
Candidate name	
Department	
Degree	
Thesis Defence start time:	
Do you require additional equipment? The room is already equipped with a lectern, LED projector, screen, internet connection (including wireless), rolling whiteboard, and a telephone connection.	o Yes o No
Additional equipment list:	☐ Projector and computer. ☐ Teleconferencing equipment. ☐ Videoconference (camera only) ☐ Videoconference (camera & computer content/screen sharing) ☐ Other

Please describe other equipment:	
Videoconference details. Eg. SFU Zoom meeting ID and password (no URLs). Other videoconference information.	
Name(s), phone number(s), email address(es) of those attending via tele/videoconferencing	
Hosts and co-hosts (Full name and contact details for all hosts and co-hosts).	
Additional notes to communicate to library staff?	

How to book: Instructions for the graduate program assistant:

Important booking information:
- You will need to log in with your SFU ID and password to book the Thesis Defence Room.
- Allow three (3) hours for Masters defences and four (4) hours for PhD defences.
- Add an extra 30 minutes at the beginning of your time slot, for room and equipment set up.
- Note that after you select your time, the system will add additional time before and after your booking, to prevent back-to-back bookings and allow Library staff to do extra set up.

Selecting the time you want:
1. Start time: Go to the date you want, and select the start time from the grid. (Available times will be indicated in green.)
2. End time: To choose your end time, use the drop-down menu below the grid.
3. Click on Submit Times to complete your booking.

Confirming your booking:
- **Your reservation is not confirmed until you receive a confirmation email.**
- If you do not receive a confirmation email in 2-3 business days please contact the SFU Library at library@sfu.ca.

Notifying the student and committee members:
- **It is the graduate program's responsibility to notify the student and committee members of the location and date of the defence.**

Ready to book? Go to the online Thesis Defence Room booking tool.