

## In preparation for your defense...

**Cost:** The Division of Medical Sciences is not responsible for any cost pertaining to your defense process; these matters should be discussed with your advisor and your lab.

### Scheduling a Room:

- E-mail the Room Scheduling Office at [room\\_scheduling@hms.harvard.edu](mailto:room_scheduling@hms.harvard.edu) or submit the request online at <https://roomscheduling.hms.harvard.edu>.
- Contact Ellen Adams at 617-432-2020 with any additional questions.

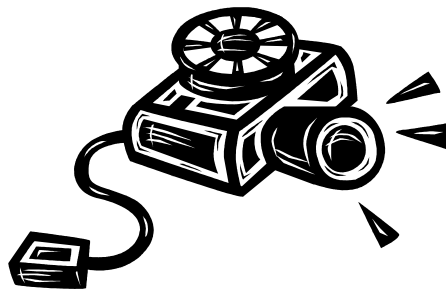
*We recommend allotting one hour for your seminar and two hours for your exam.*

### Parking for Committee Members:

- You must contact your department/advisor or program office for parking; DMS cannot provide assistance in this matter.

### Reserving an LCD Projector

- Contact **Audio Visual Communications (AVC) Scheduling** at [AVC@hms.harvard.edu](mailto:AVC@hms.harvard.edu) at least one week prior to your defense to reserve an LCD Projector. Specify that you are in the Division of Medical Sciences. AVC staff will deliver it, set it up, and pick it up after your defense. When contacting **AVC**, please include the date, **start and end times** for scheduling purposes as well as your name, program, phone, and e-mail address.



*If you have any other questions, please call Tatevik Holmgren at 617-432-0605 or email [Tatevik\\_Holmgren@hms.harvard.edu](mailto:Tatevik_Holmgren@hms.harvard.edu).*