



**DEFENSE ANNOUNCEMENT FORMAT
ARIZONA STATE UNIVERSITY
SCHOOL OF COMPUTING AND INFORMATICS**

The sample below shows information and formatting for the prospects or dissertation announcement. If this had been an actual defense announcement, this section would contain an actual abstract complete with technical jargon. The font used here is Times New Roman. The font size is 12 pt. Except for the first line which is 20 pt. Defense announcements must be submitted to Martha Vander Berg in the Brickyard, Suite 208 at least 10 working days before your defense.

Defense announcements should also be added to the SCI Web Event Calendar for online posting and display on department monitors. ***Students are responsible for adding their prospects or dissertation to the calendar themselves.*** Select the SCI Calendar link from main SCI page at: <http://sci.asu.edu/calendar>. If you have any problems adding your event online, contact the SCI webmaster sci.webmaster@asu.edu. ***Your event will be reviewed and posted within 48 hours – it is NOT an automatic process.*** In order for announcements to be accepted, you must include your title, your name, date, time, location, committee members and abstract. Failure to provide the required information will result in your posting being unaccepted.

If you have any questions, please see Martha Vander Berg in the SCI Advising Office. If you need to reserve a conference room for your defense, please go to the front desk on the 5th floor of the Brickyard.

EXAMPLE:

Computer Science and Engineering Department
in the
School of Computing and Informatics

Title

By

Student's Name

Day, Date, Year

Time

Location

Committee

Chair

Committee Member

Committee Member

Committee Member

Abstract