Thesis Proposal Information

Prior to scheduling your thesis proposal you MUST first check with Connie Herold, cherold@cs.cmu.edu, to make sure no other ISR student is defending or proposing on the day you want to schedule. The ISR department only allows one student to defend/propose on any given day. If a conflict occurs, the department head must approve both students defending/proposing on the same day.

Thesis proposals should be scheduled only during academic periods, -- not during holidays, weekends, etc., and should be scheduled during normal business hours.

Thesis proposals must be announced to the community at least one week before the presentation. Earlier is even better.

To schedule your thesis proposal:

Check with your thesis committee members to determine possible dates.

Thesis Committee:

The student's advisor chairs the Thesis Committee. All other committee members, including the external member, should be agreed upon before the thesis proposal presentation. Members of the student's committee must accept the responsibility of meeting with the student regularly to ensure that the research is progressing in the right direction.

Please refer to your faculty members' assistant to help secure a room for the date and time (schedule a room that holds around 15-20 for 2 hrs). Please let Connie know once this has been scheduled– Possible rooms to schedule are: (GHC 4405, GHC 6115, GHC 8102, GHC 6501.)

Two Weeks Prior

➢ **Send your completed proposal to your committee for review**

➢ **Determine if you will need any AV equipment prior to your proposal. Below are a few ways to enable collaboration between yourself and your committee member(s) that may not be able to attend.**

ISR Thesis Proposal Collaborator Connection Recommendations.

As we often have one or more external collaborators on a thesis panel, below are several options to facilitate meetings with external collaborators.

ISR has many centrally supported means of facilitating meetings with external collaborators. Options include the ISR Skype account, ISR webex account, and traditional Polycom videoconferencing.

The first option is usually the easiest. We have an ISR Skype premium account that will allow for connecting multiple remote parties and sharing screens (presentations) over the connection. We suggest that the presenter makes sure that the Skype software is up-to-date on his / her machine. ISR IT Services will then meet prior to the meeting time (usually 30 minutes prior) to log in with the ISR account, connect an external webcam if requested, and show the presenter how to share the screen / application with the remote participants. Loaner equipment is also available should the presenter not want to use their machine. Equipment consists of a Lenovo x230 with a Microsoft Lifecam HD and a Jabra usb mic/speaker.

The next option, WebEx is similar to Skype in all regards. Advantage of WebEx is that it is web based though it does require installation of a browser plugin or, in the case of certain Macintosh systems, the installation of a standalone program. Screen sharing controls are also slightly more granular. Audio communication can go over IP or through a traditional phone conference. Can handle up to 25 participants. The same loaner equipment is available.

The final option is using the Polycom videoconference system. This has some technical limitations, as it will only connect to other systems utilizing the H.323 or SIP protocols. This system is much more appropriate if there is more than one far-end participant and the participants will be utilizing a system in a conference room on their end.

Notify Tom Pope, (tpope@cs.cmu.edu) if you need any of the above, so he can ensure we have the equipment to allow outside communication, and enough time to test.

One-Week Prior

Send Connie the following information in word document or e-mail:

(1) Title
(2) Date/Time/Location of proposal
(3) Abstract
(4) Names, titles and affiliations of your thesis committee members including email addresses
(5) PDF of poster
(6) Post approximately 10 posters throughout both Wean and Gates announcing your proposal at least 1 week prior.
(7) Pointer to Thesis Proposal for outside faculty/students who wish to review (Website address, link)

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