

DEFENSE ANNOUNCEMENT

To create your defense announcement, use this [PhD Dissertation Defense Announcement Template](#). A PDF of your defense announcement must be submitted to gradcompletion@mcw.edu one month prior to the defense. The Graduate School will distribute the announcement to MCW Leadership, Program Support, and Graduate School Faculty, Staff and Students. In addition, announcements will be posted on the [Graduate Student Dissertation Defenses](#) website, MCW Infoscope Calendar, and MCW Media Boards.

ROOM BOOKING

Students can [book rooms online here](#) for your public defense and closed committee meeting.

MEDIA SUPPORT

Media Services can be requested to come prior to the start of your defense to help you with technology set up when booking your room. Or you can email them direct to request support at mediaservices@mcw.edu. If you would like to do a practice run in the space with media support, you can email them to request that as well.

VISITORS

Visitors are welcomed back to MCW's Milwaukee campus but must be registered through the new [Visitor Portal](#). MCW employees and learners should pre-register any Guest they will be hosting on the MCW Milwaukee campus. Guests and Visitors may also complete their own registration process once they arrive on the MCW Milwaukee campus.

VIRTUAL COMPONENT

Providing a virtual component for your public defense is optional. If you want to offer this or need this for an outside committee member to view, it is up to you to create and coordinate the meeting. [MCW Zoom](#) is recommended, as well as muting participants upon entry and assigning an alternative host to assist with the meeting while you are presenting. Check out these [Zoom tutorials](#).

Zoom Meeting Security

IS has recently received reports of Zoom meetings being disrupted by anonymous people. To preserve the security and integrity of your Zoom meetings, please follow these security recommendations:

- Never post direct Zoom links on social media advertising upcoming events.
- Avoid using recurring meeting IDs for events with large audiences.
- Consider additional security options, such as enabling the waiting room, and have someone manage attendees.
- Only use your personal meeting room for meetings with known individuals.

For more recommendations on protecting your Zoom Meetings, please visit the [Zoom Meeting Security Guide on InfoScope](#).

Contact [Media Services](#) if you have any questions or concerns.

DEPARTMENT AND PROGRAM SUPPORT

Please reach out to your department administrator and/or program support if you need assistance with your defense set up:

Biochemistry

- Judy Weiss, Department Administrator, jaweiss@mcw.edu

Biomedical Engineering

- Margaret Sullivan, Department Administrator, mmsullivan@mcw.edu
- Denise Perea, Program Support, dperea@mcw.edu

Biophysics

- Christine Zeller, Department Administrator, czeller@mcw.edu
- Laura Borst, Program Support, lborst@mcw.edu
- Shannon Gustavson, Program Support, sgustavson@mcw.edu

Biostatistics

- Jennifer Foley, Department Administrator, jefoley@mcw.edu

Cell Biology

- Linda Skeris, Department Administrator, lskeris@mcw.edu
- Amy Ludwig-Kubinski, aludwig@mcw.edu

Microbiology

- Chris Mueller, Department Administrator, chmueller@mcw.edu
- Tushonda Coyhis, Program Support, tcoyhis@mcw.edu

Pharmacology

- Blair Stauffer-Fetting, Department Administrator, bstauffer@mcw.edu
- Kathleen Dimmer, Program Support, kdimmer@mcw.edu

Physiology:

- Jane Brennan-Nelson, Department Administrator, jbrennan@mcw.edu

Public and Community Health

- Jennifer Foley, Department Administrator, jefoley@mcw.edu
- Kellie LeGrave, Program Support, klegrave@mcw.edu

Questions? Contact:
Sarah Ashworth
Education Program Coordinator III
sashworth@mcw.edu