

DEFENSE ANNOUNCEMENT

To create your defense announcement, use this [PhD Dissertation Defense Announcement Template](#) (DOCX). 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, Graduate School Faculty, Staff and Students. In addition, announcements will be posted on the 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

Students should pre-register any guest they have coming to MCW Milwaukee campus for their defense.

[REGISTER A GUEST](#)

A [Job Aid](#) (PDF) is available to assist in the registration process and additional [FAQs](#) (PDF) have been established to provide more information. We have also developed a [Visual Aid](#) (PDF) that can be distributed to Visitors and Guests outlining this new process.

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
- Michele Jones, Department Support, mljones@mcw.edu

Biomedical Engineering

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

Biophysics

- Heidi Geiger, Department Administrator, hgeiger@mcw.edu
- Keri Blaszczyński, Business Operations, kblaszcz@mcw.edu
- Meghan Delmore Byrne, Administrative Associate, mbryne@mcw.edu

Biostatistics

- Meg Sullivan, Department Administrator, mmsullivan@mcw.edu
- Jennifer Rogers, Department Support, jrogers@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

- Elizabeth Gizewski, Department Administrator, egizewsk@mcw.edu
- Kathleen Dimmer, Program Support, kdimmer@mcw.edu

Physiology:

- Jane Brennan-Nelson, Department Administrator, jbrennan@mcw.edu
- Margie Myers, Department Support, mmyers@mcw.edu

Public and Community Health

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

Questions? Contact:
gradcompletion@mcw.edu