

Checklist PhD defence

Please insert your reply

(marked in yellow)

TASK - responsible

Meeting room and catering

Assesment committee: Technical testing Zoom, optional	date + start and end time		YES/ NO (Zoom)	Assessment Committee Chairperson Sarah makes arrangements for online invite + shares link. (Inform Sarah of opponents names and e-mail. Attendees: Opponents and Assessment Committee Chairperson.)
Assesment committee: Meeting room or online room invitation	date + start and end time	Number of people	YES/ NO (Zoom)	Assessment Committee Chairperson Sarah makes arrangement for meeting room or online invite + shares link (Inform Sarah of opponents names and e-mail. Attendees: Opponents and Assessment Committee Chairperson.) (NB 45. min before PhD defence starts)
Assesment committee: Catering			YES/ NO	Assessment Committee Chairperson If yes: Please make further arrangements with Sarah
Meeting room for PhD defence/ Online link for participants	date + start and end time	Number of people	YES/ NO (Zoom)	Supervisor is responsible and coordinate date and time with Assessment Committee Chairperson Inform Sarah as soon as the date is set !! Sarah makes arrangement for meeting room and online invite + shares link with attendees
Catering during PhD defence		Number of people	YES/ NO (water)	Supervisor Sarah makes arrangement if relevant
Assesment committee: Meeting room for evaluation	date + start and end time	Number of people		Assessment Committee Chairperson Sarah makes arrangement if relevant
Reception room and buffet* (in AFP 13 or AFP 15 = self-payment incl. serving staff during COVID)	date + start and end time	Number of people	Enter project and activity num	Supervisor and student coordinate Inform Sarah 3 weeks prior to defence date! Sarah makes arrangement regarding location and food

Invitation/ Promo flyer

Invitation - via supervisor, who coordinates with the chair	Use the attached template and the latest invitation for inspiration			Supervisor, who coordinates with the chair Sarah will distribute info to the relevant person handling this case in the Secretariat
Please forward finished text / material and programme for defence				Supervisor, who coordinates with the chair Contact Sarah 3 weeks prior to defence date! Sarah will distribute info to the relevant person handling this case in the Secretariat
If you already have a picture for the invitation, please attach with the text				Supervisor, who coordinates with the chair Sarah will distribute info to the relevant person handling this case in the Secretariat
If we need to locate a picture, please forward some keywords	Write keywords here			Supervisor, who coordinates with the chair Sarah will distribute info to the relevant person handling this case in the Secretariat
Print of dissertation	Enter project and activity number (used for invoicing)			PhD student https://food.medarbejdere.au.dk/fileadmin/DJF/Food/Medarbejderportalen/Ph.D._udvalg/Printing_of_thesis_FOOD.pdf

We assume it is a public defense - unless we are told otherwise.

Supervisor / contact person will be informed when the material is ready for distribution (Recipients: #FOOD, AFP secretariat and DCA). If the invitation is to be shared elsewhere than at AU-FOOD, please pass on the material yourself.

Travel activity / transport

Need for transport planning (hotel booked by GSTS)	Who should we contact (name)	When is x supposed to be present?	Supervisor Sarah will distribute info to the relevant person handling this case in the Secretariat
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Bouquet

RESPONSIBLE: Ordered by the secretariat at PhD defence

Buffet *

Buffet bestående af:

RESPONSIBLE: Ordered by the secretariat

- En slags ost med tilbehør fx Gammelknas med Hyben/havtorn
- En slags italiensk pålæg med tilbehør fx Salame di Finocchi med oliven
- Brød med to slags spread fx koldhævet brød med pesto og humus
- Chokolade og frugt fx mini flødebolle fra Konnerup
- Kaffe/the
- Vin - vi beregner et glas vin pr pers. men sætter to slags vin frem
- Økologisk saft fx forskellige slags saft fra Søbogaard

Pris pr. pers. 110 kr. ekskl. moms.