



## Equipment Request Form for Thesis Defences

Upon completing this form, please submit to [csgrada@sfu.ca](mailto:csgrada@sfu.ca).

**Important Note:** Please note that CS Office and Helpdesk staff are only available between 9:00am to 4:00pm from Monday to Friday (excluding holidays). Staff support is not available outside of these times. If you require equipment after-hours, please make any needed arrangements during regular office hours. In addition, the student requesting equipment after-hours is responsible for all equipment borrowed and must return it by the next business day.

Name

Student Number

Date (mm/dd/yyyy)

Purpose of Request (please check only one)

MSc Defence

PhD Defence

PhD Seminar

PhD Thesis Proposal

PhD Depth Examination

Other, please specify:

Please indicate the equipment you require (check all that apply). Please note supplies are limited and will be a first-come first served basis

Webcamera

Extension Cords/Cables

Microphone

Conference Phone

Laser Pointer

HDMI-VGA Adapter

Projector

Projector Screen

Overhead Projector

Computer Speakers

Lectern

Network Cable

Other, please specify:

Please book a room prior to submitting your equipment request form and include the booking information below

Room Booked

Date Booked

Time Booked

Do you require assistance? Please note that assistance is only available between 9:00am to 4:00pm from Monday to Friday (excluding holidays); students are expected to know the basics of operating a laptop

Yes

No

Describe what assistance is needed

**\*Required section for students who have committee members attending remotely**

Please indicate the number of committee members attending remotely

For the purposes of videoconferencing or teleconferencing, you are **required** to schedule an equipment test at least 2 weeks in advance of your room booking. Please provide three potential dates and times for this equipment test. You will receive a confirmation of the date and time of your equipment test from the CS Helpdesk.

First Preferred Date Time

Second Preferred Date Time

Third Preferred Date Time