



CHECK OFF LIST FOR CHEM*7940/7950

The following must be completed during the semester in preparation for your seminar.

- I am registered for CHEM*7940 (MSc) or CHEM*7950 (PhD).
- I have selected my Advisory Committee and obtained necessary signatures on both sides of the form and returned it to Krystyna Czernicki.
- I have booked a time with my Advisory Committee and Course Coordinator, Prof. Paul Rowntree, for my seminar presentation.
- I have booked my seminar room.
- I have arranged for a computer Video Projector (required if you are doing a PowerPoint presentation). Log book for the departmental projector is in SCIE 2519 (mailroom).
- I have emailed my Advisory Committee, Dr. Rowntree and Krystyna Czernicki informing them of the time and location of my seminar and committee meeting.
- I have emailed Krystyna Czernicki my seminar title (so she can announce the seminar).

MSc students only:

- I have submitted my Research Proposal Report according to the **Schedule of Dates**.
- I have distributed 4 paper copies of my PowerPoint slides to Krystyna Czernicki at least 2 working days prior to my seminar.

PhD students only:

- I have distributed 5 paper copies of my PowerPoint slides to Krystyna Czernicki at least 2 working days prior to my seminar.

If you require assistance with any of the above, please contact Krystyna Czernicki at any time; SC 2508, Ext. 53044, email: kczernic@uoguelph.ca