## Announcing your presentation

Details for dissertation and thesis presentation will now be housed in the **School of Public Health Calendar**. The communications team will pull information about the presentations directly from the calendar to promote in the Student and Faculty/Staff newsletters.

Please be sure to submit your presentation information to the calendar at least 14 days in advance.

To create an your announcement, follow these steps:

1. Go to: **https://www.uth.edu/calendar/**
2. Scroll to the bottom of the page, and click the button on the right side that says "Submit an Event."
3. Login (*if needed*).
4. Complete the event form:
   a. Write your name in the "Contact Name" box. You can leave the contact details boxes blank.
   b. Write your name and contact details in the "Submitter" name, telephone and email boxes.
   c. For the event title, please include the type of presentation and your name, followed by a colon and the title of the thesis or dissertation, formatted like the examples below:
      - Dissertation Proposal Defense by Sarah Ahmed, MBBS, MPH: Association between Exposures, Gulf War Illness and Veterans Healthcare Administration utilization patterns and atherosclerotic cardiovascular disease among Gulf War Veterans
      - Thesis Presentation by Mengchen Ding, BS: Applications of Statistical Methods Studying the Impact of Mobilization Regimes on The Total Collection Yield of HematologicStem Cell
   d. For the event description, please include the type of presentation, your name, candidacy, committee members, and if the presentation will be held virtually or in person, formatted like the examples below:
      - Dissertation proposal defense by Hiba T. Zwiya, MPH | PhD Candidate | Committee members: Mohammad H. Rahbar, PhD (chair/supervisor/academic advisor); Courtney Byrd-Williams, PhD; Minjae Lee, PhD; Jan Bressler, PhD; Katherine Loveland, PhD (external reviewer) | Presentation will be held via WebEx
      - Thesis presentation by Biai Dominique Elmir, Digbeu, BS | MPH Candidate | Committee members: Vahed Maroufy, Ph.D. (committee chair/thesis co-supervisor), Ruosha Li, Ph.D. (academic advisor/thesis co-supervisor) | Presentation will be held via WebEx
   e. Enter the date and time of your presentation, along with the end date/time.
   f. If your presentation will be held virtually, please copy and paste your WebEx (or other platform) event URL into the event website box.

g. If your presentation will be held virtually, please write "WebEx" (or whatever conferencing platform you are using) in the event location box. If your event will be held in person, please write the full address, including the room number in the event location box.

h. For the "Calendar Listing" section, please select **<u>BOTH</u>** "School of Public Health" and "University Public Calendar." If you do not select "University Public Calendar," your event will not appear on the public-facing School of Public Health website.

i. Submit your event.

5. Email SPHAnnounce@uth.tmc.edu using the subject line "Calendar confirmation," and include your name and presentation title in the email body, and the communications team will confirm your submission.

Events are reviewed internally before they are posted and will typically appear on the School of Public Health online calendar within 24 hours.

If you need to make a change to your presentation entry, please contact SPHAnnounce@uth.tmc.edu.