

STUDENT FIRST NAME	STUDENT LAST NAME	BANNER ID
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**Title of Capstone Presentation:**

**Scheduling Details:**

*The capstone presentation will be announced to the Batten School & VIMS community at least two weeks prior to the event date. Student is responsible for reserving the room in EMS before scheduling form is routed for approval.*

DAY OF THE WEEK	DATE	START TIME	ROOM RESERVED

Contact Bob Polley ([bob@vims.edu](mailto:bob@vims.edu), ext. 7078) in VIMS IT to request special AV setup requirements, preferably 30 days prior to the event date. Bob must also confirm availability of date for zoom webinar.

**Student Should Complete**

**Approvals for Scheduling:**

*Capstone advisors are expected to attend the presentation in-person. Professional mentors can attend in-person or remotely. If anyone needs to participate remotely, the capstone advisor should confirm the availability of adequate means of communications, both at the Batten School & VIMS and at the remote location.*

CAPSTONE ADVISOR – NAME	SIGNATURE	DATE	REMOTE?
CAPSTONE CO-ADVISOR – NAME	SIGNATURE	DATE	REMOTE?
PROF MENTOR – NAME	SIGNATURE	DATE	REMOTE?
PROF MENTOR – EMAIL ADDRESS	PROF MENTOR – NAME OF ORGANIZATION		