EE 493 Presentation Schedule: Time-Slot Request Form

The final presentations for EE 493 will be held between January 2-5, 2017. In order to determine the presentation schedule, please fill this form and submit it to Elif Vural (Room C-208) before Monday, December 18, 2017, 6 p.m. Forms submitted after this deadline will not be evaluated and the corresponding teams will be assigned an arbitrary time slot.

According to your preferences, label your choices as 1, 2, 3, 4, ... , 8 in the table below, with 1 being the most preferred. Please fill in all the time slots that work for you. You will be assigned a random 30-minute slot out of the time block you choose.

Please note the following important information:

1. Before filling the form, you must contact your design studio coordinator to be sure that she/he is available at the time slots you prefer.

2. We may not be able to assign you one of your most preferred time slots as there may be high demand over certain time slots. Therefore, fill in all the possible time slots that fit your schedule. If you are partially available in a time slot, you may also find it useful to indicate it (e.g., available after 15:30).

3. Once the presentation schedule is announced, it will not be modified. Therefore, for the time slots where you are strictly unavailable, please indicate it by briefly explaining the reason (lab, quiz, exam, etc.).

Company name				
Contact person, e-mail				
Project name				
Design studio coordinator's name				
	2 Jan. Tuesday	3 Jan. Wednesday	4 Jan. Thursday	5 Jan. Friday
9:30 - 12:00				
14:00 - 16:30				