



Dear doctoral candidate,

We, the Graduate Schools (GS), are happy to provide you with a location for your defense. In the interest of maintaining the rooms for everyone in the long term, we kindly ask you to follow the provided checklist. Thank you very much for your support!

Your Graduate Schools Team

Checklist

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| <ul style="list-style-type: none"> The Lecture Hall is well equipped for hybrid defences. Kindly ensure your presentation is saved on a USB stick, compatible with our Windows-based system. Talk to us if usage of the main areas or the kitchen are required. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> If using the main areas, kindly plan to deliver and remove all equipment, including dishes and drinks, on the day of your defence. Given the high density of events, please consult with us prior to leaving anything overnight. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Please notify us immediately should any item or equipment be broken or damaged. The user will be held liable for any damage or loss of items for the duration of their stay. This liability will extend even to instances of damage or loss discovered after the event. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Catering and use of the kitchen on the ground floor: If you would like to offer drinks or food after your defence, please bring your own consumables (e.g. napkins, tea towels, dishwashing detergent, kitchen roll, industrial coffee filters, dishwasher tabs). You are welcome to use the dishes, fridge, and dishwasher. Please ensure that all used equipment and surfaces are cleaned thoroughly immediately after your defence. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Talk to us if you have leftover food and drinks. We are happy to discuss the possibility with you whether we should use or store them on your behalf. If you would prefer to dispose of it, please use the waste containers in the kitchen. Please do not leave anything lying around. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Please separate waste in accordance with the relevant general regulations (paper; residual waste; organic waste; lightweight packaging [packaging made of plastic, metal, composite materials] for the yellow bag). Please be aware that you are responsible for the removal and disposal of disposable glass (champagne and wine bottles) and hazardous waste in accordance with the relevant regulations. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Please refrain from using confetti and fireworks of any kind in the indoor and outdoor areas. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Please note that this building, including the outdoor area, is a non-smoking zone. Cigarette butts must not be discarded in the domestic waste in the building and cigarette residues must not be disposed of in the outdoor area. | <input type="checkbox"/> |

Please sign below to indicate your acceptance of these terms and conditions and return this form to the sender by email.

We are happy to discuss any feedback you might have to help us maintain our room utilisation offer. Thank you in advance.

Your Graduate Schools Team

Date: _____ Acknowledged and accepted _____