**Dear all,**

 We would like to inform you some points related to the Master thesis defense as follows:

**1. About the prepareation:**

- Students must be present at the defense room **at least 40 minutes** before the defense time.

- Water and flowers will be prepared by our Faculty of Graduate Studies **(Please come to take these from the Faculty office at Room 906, Building A)**. Fruits and cakes could be prepared by students who have the same defense day.

- Students who have their defense organized at other rooms than A902 should bring their student ID card to borrow the remote control for projector at 6th Floor, Building A (The section of Equipment management). If it is in A902, please come to take the remote control in our Faculty office

**2. About the defense:**

- Students should bring your own **laptop**. Please remember that in some cases, the adapter for HDMI is required to connect to the projector (this adapter should also be prepared by students). Moreover, your slide should be also be copied to the USB.

- There could be from 20-25 slides for presentation, which will last **15 minutes at most**, hence, main points should be focused.
**3. About defense schedule**

With the defense schedule which was sent to you, please send your confirmation that you have received the information to email: caovinhftu@ftu.edu.vn before **19/3/2017**.

Subject for the email as follows: **MITPL4 Number of the committee Name Confirmation for receiving the defense schedule** (For example: MITPL4 HD2 Nguyen Van A Confirmation for receiving the defense schedule)

Good luck!!!