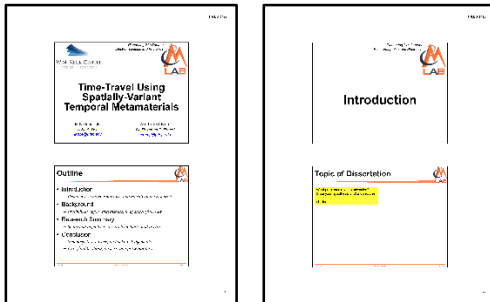


## WORK YOU SHOULD HAVE DONE PRIOR TO PROPOSAL

- Wrote a solid draft of your proposal document using the EM Lab template for PhD proposals.
- Reviewed your proposal document using the “Write More Good Club” [checklists](#) and then using your Review Buddy.
- Submitted your reviewed proposal document to Dr. Rumpf at least one month prior to UTEP deadline.
- Submitted a solid draft of your proposal document to your committee in PDF form at least two weeks prior to your proposal presentation.
- Completed the slides for your proposal presentation using the EM Lab template for Ph.D. proposal.
- Reviewed your presentation using the “Write More Good Club” [checklists](#) and then using your Review Buddy.
- Submitted your reviewed presentation to Dr. Rumpf at least two weeks prior to your proposal presentation date.
- Reserved a room for your defense that has proper audio/visual equipment.

## WHAT TO BRING TO YOUR PROPOSAL

- Dress professionally. Usually this means a suite and tie.
- It is optional if you want bring food, drink, or snacks.
- Wireless slide presenter or somebody to work the slides for you.
- Printouts of your proposal slides so that each committee member has a copy. They may be in black/white and printed double-sided with two slides per page. However, you are welcome to make them fancier with binding if you wish.



- A black pen for your committee to sign the forms.
- All forms that need to be signed by your committee.