Request a Change in Your Presentation Time

To request changes to the *draft* MP presentation schedule, you must submit a request in writing no later than **Thursday, February 15**. To request a change in the time of your presentation, send an email to nsoe-mastersproject@duke.edu. I will only move time slots around for *legitimate* conflicts (i.e. class, work obligations, etc.). Students should consult their MP advisor before requesting a change in their presentation time.

Please consider the following before making a request:

- Is it absolutely necessary that I move from my scheduled time slot?
- Is there someone within my program area who is willing to switch with me? (If so, get confirmation in writing. Also, both students are advised to consult their MP advisor before requesting a change.)
- Will my request impact my MP Advisor's ability to attend my presentation?

Keep in mind that the slots are nearly filled to capacity, which means moving students around will be challenging. Students should keep in mind that it is only a request and we will do our best to be as accommodating as possible, but cannot guarantee a specific time slot to anyone. It is my understanding that students who do not submit a request to change their presentation time are flexible enough to present either day at any time in order to accommodate overall scheduling needs