Aerospace Engineering Graduate Program
Yeates School of Graduate and Postdoctoral Studies
Faculty of Engineering and Architectural Science

Booking Procedure for Supervisory Committee Meetings (2026-2027)

As part of the initial rollout of the revised PhD Supervisory Committee (DSC) process, continuing students who were at least 12 months into their PhD studies as of Fall 2026 must establish their DSC by December 31, 2026, and hold an initial DSC meeting by the end of February 2027. These initial meetings are required; however, booking one of the centrally scheduled December 2026 dates is optional.

Supervisors are responsible for coordinating a mutually convenient meeting time with their PhD student and all DSC members. Those wishing to use the optional December 2026 centrally scheduled meeting dates may follow the booking instructions below.

If an initial DSC meeting is not held in December, the supervisor and student must arrange it independently by February 28, 2027. They are responsible for coordinating committee availability and securing an appropriate meeting location. To request ENG162 or ENG167 outside the designated December dates, contact the Graduate Program Office; these room calendars cannot be booked directly by faculty or students.

A second centrally scheduled meeting period during February Reading Week may be offered if there is sufficient interest. Dates and booking instructions will be communicated separately if this option becomes available.

Meeting Details

- **Optional centrally scheduled dates December 2026:** December 21st, 22nd and 23rd
- **Duration:** 60 minutes
- **Locations:** ENG162 (Large Conference Room) and ENG167 (Small Conference Room)
- **Format:** In person or hybrid, as appropriate

The steps below apply only to the optional December 21–23, 2026 Google Calendar appointment-booking period.

Step 1: Coordinate Availability

Before booking, please consult with your PhD student and all Supervisory Committee members to identify a mutually convenient meeting time.

Step 2: Book a Meeting Room

For the optional December 2026 meeting dates, use either of the following links to view available one-hour appointment slots:

- **ENG162 – Large Conference Room:** Google Calendar Booking Link
- **ENG167 – Small Conference Room:** Google Calendar Booking Link

Select an available date and time in either room and complete the booking form using your name, email address, and the PhD student's full name.

Once the booking is submitted, you will receive a confirmation email.

Step 3: Invite Your Student and Supervisory Committee Members

After completing the booking:

1. Open the confirmed appointment in Google Calendar.
2. Click the **Edit** (pencil) icon to modify the appointment.
3. Under **Guests**, enter the email addresses of your PhD student and all Supervisory Committee members.
4. Click **Save** and send the invitations when prompted.

Please note: Adding guests is a separate step after the initial booking. All participants must be added to ensure they receive the calendar invitation and meeting details.

Step 4: Google Meet / Hybrid Meetings

A Google Meet link will be generated automatically for each booking.

For hybrid meetings, participants attending remotely may join using the Google Meet link included in the calendar invitation. For fully in-person meetings, the link may simply be disregarded.

These are initial DSC meetings to discuss the student's research direction and progress; they are not Candidacy Examinations.

Additional Information

- Please make only one booking per student.
- If you need to reschedule, please use the rescheduling option provided in your booking confirmation, where available, rather than creating a duplicate reservation.
- An automated reminder will be sent to the person who booked the meeting one day before the appointment.
- If neither boardroom has a suitable available time during the optional December booking period, supervisors and students may arrange their initial DSC meeting independently before the end of February 2027. For ENG162 or ENG167 room reservations outside the designated booking dates, please contact the Graduate Program Office; access to these room calendars is restricted to administrative staff.

Thank you for your cooperation in coordinating these annual meetings.