

Introduction

The public defense is a significant culminating event. If you include a Zoom link so people can join virtually, please review the best practices for utilizing Zoom for the defense. It is important that you are well prepared for the presentation and any questions from your committee and other attendees.

Deciding on the Defense

The full committee for the defense must be approved in the iPOS before scheduling. Once the defense is scheduled, committee members cannot be changed. The student and committee should discuss and decide upon a date/time that will work for all using the [10-Working Day Calendar](#).

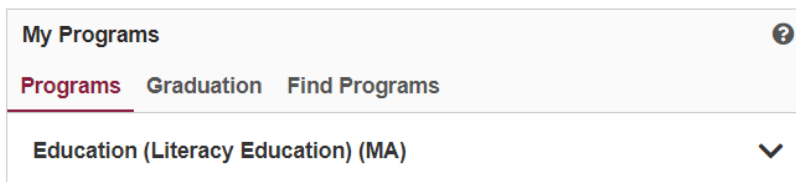
All students in on-campus programs are required to conduct their defense in person. If you have any questions, please contact your staff academic advisor in the Academic Unit. In-person defenses require a room at ASU with appropriate audio/visual equipment to be reserved and approved before scheduling the defense in the iPOS. Scheduling your defense in your iPOS does not book a room.

The following information needs to be submitted into the iPOS.

- [Date and time of defense](#)
- Building and room of defense, if applicable
- Zoom link (optional)
- Title of Dissertation/Thesis exactly as it appears on the document
- Method of Attendance for Committee Members (in person or via videoconference) 50% in person are required to attend, including the Chair

Process for Scheduling a Defense

1. Log in to MyASU, locate the My Programs box, and click on your program name.



The screenshot shows a web interface for 'My Programs'. At the top, there is a header 'My Programs' with a question mark icon to its right. Below this header are three tabs: 'Programs' (which is highlighted with a red underline), 'Graduation', and 'Find Programs'. Under the 'Programs' tab, there is a dropdown menu that currently displays 'Education (Literacy Education) (MA)' and a downward-pointing chevron icon to its right.

2. Click on **Defense**.

My Programs ?	
Programs	Graduation Find Programs
Leadership and Innovation (EdD)	^
Degree Information	▼
iPOS	▼
GPA	▼
Defense	▼

3. Click on Schedule your Defense. This opens the iPOS to the defense page.

Defense	^
Dissertation Defense: Not Scheduled Next Steps: <ul style="list-style-type: none"> • Schedule your Defense • Work with Defense committee to complete Dissertation • Use Format Wizard for Dissertation • Verify committee members Deadlines	

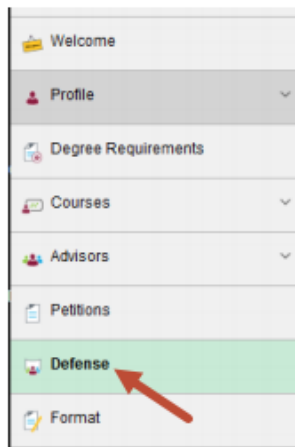
If a link for “Schedule your Defense” is not listed, it may be due to one or more of the following reasons:

- Your iPOS is not approved
- You have a pending petition or change in your iPOS
- You do not have a complete committee
- One or more of your GPAs is below 3.0
- Your exam results are not entered and approved
- As a doctoral student, you are not in candidacy

If you are unsure of what is preventing you from scheduling your defense or how to resolve the issue, please contact your staff Academic Advisor in your Academic Unit.

You can also schedule the defense within your iPOS by clicking on **iPOS**, the Defense tab, and then the Schedule My Defense button in the iPOS.

My Programs ?	
Programs	Graduation Find Programs
Leadership and Innovation (EdD)	^
Degree Information	▼
iPOS	^



Schedule My Defense

In-Person Defenses

- On the Defense scheduling page in the iPOS, enter the date of the defense, time, location, Zoom link (optional), and culminating document title. If you provide a Zoom link so people can attend virtually, it must be included in the original defense request and cannot be added later. See the Zoom Scheduling section on utilizing Zoom for a defense.

Year Month Day

Defense Time (HH:MMAM/PM)

Building

Room

My building is not listed ☐ No

Would you like to provide a link for the audience? ☐ No

Formulae, symbols, superscripts, subscripts, Greek letters, chemical names, or other non-alphabetical symbols should be expressed in words.

Culminating Document Title

- Select the Method of Attendance for each of your Committee Members. At least 50% of the faculty on your committee must attend in person. The Chair must attend in person. Click **Request Approval** and your scheduling request will be forwarded to your academic unit for review.

Faculty Committee Attendance

Select the Method of Attendance for each of the Committee Members attending your Defense.

Name	Committee Role	Method of Attendance
Kathleen Hicks	Chair	<input type="text"/>
Elenore Long	Member	<input type="text"/>
Kira Assad	Member	<input type="text"/>

Cancel **Request Approval**

- The event will appear on the [Graduate College Defense Calendar](#) once the academic unit approves the defense.

Virtual Defenses

Students in ASU Sync and ASU online programs are allowed to conduct their defenses virtually.

- On the Defense scheduling page in the iPOS, enter the date of the defense, time, and culminating document title, as well as the Zoom link. See the Zoom Scheduling section below on utilizing Zoom for a defense.
- Select the Method of Attendance for each of your Committee Members (via videoconference). Click **Request Approval** and your scheduling request will be forwarded to your academic unit for review.

Faculty Committee Attendance

Select the Method of Attendance for each of the Committee Members attending your Defense.

Name	Committee Role	Method of Attendance
Kathleen Hicks	Chair	<input type="text"/>
Elenore Long	Member	<input type="text"/>
Kira Assad	Member	<input type="text"/>

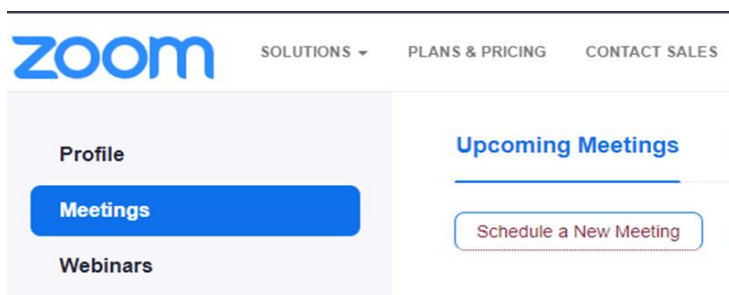
Once the academic unit approves the defense, the event will appear on the [Graduate College Defense Calendar](#).

Zoom Scheduling

- Go to <https://asu.zoom.us/> and log in with ASU credentials. It is important that the ASU Zoom account be used and not a personal Zoom account.




- Next, click on **Meetings** and then **Schedule a New Meeting**.



3. Input the title of the meeting (i.e., John Doe's dissertation defense) and the agreed-upon date, time, and duration. If the time zone is not set for "GMT-7:00 Arizona", change it in the drop-down. The date and time of the meeting must match precisely the date/time of the defense.

Topic

Description (Optional)

When 

Duration hr min

Time Zone

4. For security, the Waiting Room should automatically be selected. It is suggested that you click on Show Options and choose to allow participants to join anytime and to mute them upon entry (otherwise there will be ding sound each time a new person joins the meeting). You can also require a passcode for security.

Security ☐ Passcode
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting

☐ Require authentication to join

Video Host ☐ on ☒ off
Participant ☒ on ☐ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both
Dial from United States 

Options [Hide](#)

☒ Allow participants to join anytime

☒ Mute participants upon entry

☐ Breakout Room pre-assign

☐ Automatically record meeting

☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

Note: If breakout rooms were decided upon, then the creator of the Zoom link will need to choose that setting.

5. Input the ASU email of the committee Chair as an Alternative Host and anyone else you would like to have the ability to control meeting features. It is important to have an alternate host so that someone else can place people into the waiting room and allow them back in, mute participants as needed, etc.

To add an alternate host, the email is typically the person's asurite@asu.edu instead of firstname.lastname@asu.edu. Then click **Save**. The alternate host should watch the [Zoom Security tutorial](#) to review how to let in participants and to mute or remove them.

Alternative Hosts

jldoe@asu.edu

6. The meeting is now saved. Copy the Zoom link and enter it in the iPOS.

Invite Attendees

Join URL: <https://asu.zoom.us/j/363439617>

Preparing for a Virtual Defense

Conducting a defense can be a stressful time. Preparing well for it in advance is important to ensure things go smoothly.

Here are some tips:

- Watch [Zoom tutorials](#).
- Discuss the following questions with the Chair:
 - Who will monitor the chat function during the defense?
 - How will participant questions be handled?
 - How will the deliberation be handled? Breakout rooms? Waiting room? Separate Zoom meeting?
 - Who will be the alternate host(s)?
 - How will people be contacted if they have issues accessing the meeting? (share cell numbers and have email opened)
- Review the ASU Zoom resources site: <https://uto.asu.edu/zoom-resources>
- Schedule a Zoom meeting with a friend for a practice defense. This will ensure that you know how to navigate the features, including sharing screens and using the waiting room.
- Save any documents, presentations, etc., in your email in case of issues accessing the materials during their defense.
- If the committee requests it, develop a slide presentation (e.g., PowerPoint, Keynote, Google Slides), summarizing the significant components of the research, and email them to all committee members before the defense.
- Review the best practices for the defense below to agree upon the defense flow. It should be determined how the deliberations will be handled, if the waiting room or breakout room will be used, and if it is set up correctly in Zoom. Confirm that the Chair is the alternate host.
- Arrange for a physical location with a reliable and fast wireless connection to conduct the defense.

Day of the Virtual Defense

- At least 10 minutes before the scheduled defense, log on to Zoom and test the audio and video. The alternate host(s) should try to utilize meeting controls as a test.
- Ensure that the image displayed on camera, including anything visible in the background, reflects the serious and professional nature of the event. Students are required to be visible on video for the duration of the event.
- Close out all other applications on the computer and turn off notifications.
- Test your background to make sure that it looks professional before logging on to Zoom (use a solid backdrop without posters, windows, pictures or mirrors).
- Make sure you are wearing proper attire, tops and bottoms.

- Lock up your pets (no cats and dogs in the defense).
- Make sure you have a quiet, designated space that will be free from interruptions from other housemates.
- Turn your phone to silent.
- Issues with Zoom? Call UTO at [1-855-278-5080](tel:1-855-278-5080) or [+1-480-965-6500](tel:+1-480-965-6500)
- If a new link had to be created, contact the Graduate College at [480-965-3521](tel:480-965-3521)

**** If the Zoom link is changed without alerting Graduate College, the defense may be invalidated****

Defense Best Practices

These are suggested best practices, but the student and committee should discuss the guidelines for the defense before holding the defense.

Prior to starting the defense, the alternative host should do the following:

- Disable screen sharing in Host Tools
 - Open the Participant pane, adjust settings to “mute all upon entry,” and unclick the permissions for participants to unmute themselves, rename, or start video.
 - Open the Chat pane, click the horizontal dots, and set chat to “chat with no one” or, if you want to allow requests to pose questions or discuss at the end, “chat with host and co-hosts.”
 - After the defense has begun, the monitor can use Host Tools to “lock meeting” (preventing anyone else from joining) and “suspend participant activity if necessary.”
 - If there is cause for attendees to mute and unmute, the alternative host can control that from the Participants pane (muting or unmuting all or individually)
- Once all committee members for the defense and student are present, the student and all committee members can (very briefly) introduce themselves. Then, the Chair or student can welcome the audience and explain the defense process. Any virtual guests should be muted.
 - The student should then deliver their presentation. Please note that for purposes of flow and timing, it is strongly recommended that the student’s presentation NOT be interrupted by questions. The Chair or student can coordinate the Q&A portion following the completion of the presentation.
 - Following the completion of the presentation, the Chair or student can open the floor for questions from the committee members. During this time, it is recommended that a designated person take notes for the student so that they can actively engage with the committee.
 - The Chair can then invite audience members to ask questions or comment to the student. If there are virtual attendees, it should be noted whether this should be done via chat or by the individual being “unmuted” by the host.
 - Once the defense Q&A portion has been completed, the Chair may excuse the student so the committee can discuss the defense. If Zoom is used, the Chair may put all participants and students in the waiting room or a breakout room or leave the meeting to join another Zoom meeting with the committee and rejoin the defense Zoom meeting.
 - The Chair and the committee members will deliberate on the quality of the defense and what revisions, if any, are needed.
 - After deliberations, the Chair can admit the student and audience back into the room (or rejoin the Zoom meeting) and deliver the results of their deliberation.
 - The Chair must remain diligent throughout the defense to ensure that all activities can be completed efficiently and effectively within the time period.
 - At the conclusion, the Chair can conclude the defense.
 - The Chair and committee members can input their initial defense results into the student’s iPOS.

Next Steps

1. You must submit a formatted draft of your document to the format team in the Graduate College 10 business days before your defense.

A formatted draft of your document is due by 5:00 PM on 08/05/2019.

Year Month Day

2. Utilize the [Format Manual](#) and [Format Wizard](#) to do the initial formatting of your document. The format team will contact you if additional revisions are needed. Two or three resubmissions to the format team are common.
3. After your defense, your committee members will submit your defense results electronically via your iPOS. Initial results are due within 10 days of the defense. If you need to make minor or major revisions to your document based on committee input, you need to work with your committee on making the necessary changes.
4. For all steps, see [After Your Defense](#).
5. The process is incomplete until you have met all the graduation deadlines and requirements, submitted your document to ProQuest, and are Format Approved.