

Introduction

Because the defense is a very important culminating event, the general public is invited and anyone with the link can join virtually. It is important that students not only be well prepared for the presentation and questions, but also for the technology use.

Deciding on the Defense

- The student and committee should discuss and decide upon a date/time that will work for all using the [10-Working Day Calendar](#)
- If ASU Sync will be the modality, the student is responsible for ensuring a room at ASU with appropriate audio/visual equipment is reserved for the defense. A designated person needs to be in the room during the defense to utilize the equipment.
- The student and chair should discuss and decide on the following:
 - Who will create the Zoom link (student or chair)?
 - What Zoom settings will there be for the meeting?
 - 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?
 - Who will be the alternate host(s)?
 - How will people be contacted if they cannot join the meeting? (share cell numbers and have email opened)

Preparing for the Defense

- Watch [Zoom tutorials](#).
- Review the ASU Zoom resources site: <https://uto.asu.edu/zoom-resources>
- The student should schedule a Zoom meeting with a friend for a practice defense. This will ensure that the student knows how to navigate the features, including sharing screens and using the waiting room.
- The student should save any documents, presentation, etc. in their email to access in case of issues with accessing the materials during their defense.
- If the committee requests it, the student may develop a slide presentation (e.g., PowerPoint, Keynote, Google Slides), summarizing the major components of the research, and email them to all committee members prior to the defense.
- The student and chair should review the best practices for the defense listed below to agree upon the flow of the defense. 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. It needs to be confirmed that the student has assigned the chair as the alternate host (or vice-versa).
- Choose a physical location that has a reliable and fast wireless connection.

Day of the Defense

- At least 10 minutes before the scheduled defense, the student and committee members should log on to Zoom and test the audio and video: View the [Learning with Zoom: A student Guide](#). The alternate host should try to utilize meeting controls as a test.
- Ensure that the image displayed on camera, including anything visible in the background, is reflective of the serious and professional nature of the event. Students will be required to be visible on video for the duration of the event.
- Close out all other applications on your computer and turn off notifications.
- Test your background to make sure that it looks professional prior to logging on to Zoom (use a solid backdrop without posters, windows, pictures or mirrors).
- Make sure you are wearing proper attire, tops and bottoms.
- Make sure you input the correct email address for the alternate/co-host
- 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 needs 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 prior to holding the defense.

1. The student should start the meeting at the scheduled time.
2. 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 process of the defense. All guests should be muted.
3. The student should then deliver her or his 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.
4. 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 the student can actively engage with the committee.
5. The chair can then invite members of the audience to ask questions or make comments to the student. It should be noted whether this should be done via chat or by the individual being "unmuted" by the host.
6. Once the defense Q&A portion has been completed, the chair may then put all participants and the student in the Zoom waiting room. See Zoom directions for Using the Waiting Room. If breakout rooms were decided upon instead, then the committee can go into a breakout room.
7. The chair and the committee members will deliberate on the quality of the defense and what revisions, if any, are needed.

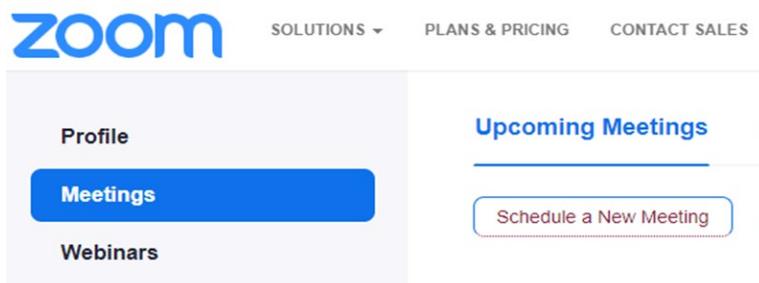
8. After deliberations, the chair can admit the student and audience back into the Zoom room (or return from the breakout room) and deliver the results of their deliberation.
9. The chair must remain diligent throughout the entire defense in order to ensure that all activities can be completed efficiently and effectively within the time period.
10. At the conclusion, the chair can end the meeting for all.
11. The chair and committee members will sign the pass/fail form via DocuSign.

Scheduling the Defense

1. Once the student and committee have coordinated a date and time for the defense, being mindful of available dates and the timeline outlined in the [10-Working Day Calendar](#), a Zoom link will need to be created. The student or chair will need to 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.



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



3. The student or chair will 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 exactly the date/time of the defense.

 A screenshot of the Zoom "Schedule a New Meeting" form. The form has several fields:

- Topic:** A text input field containing "John Doe's Dissertation Defense".
- Description (Optional):** A text input field with the placeholder "Enter your meeting description".
- When:** A date picker set to "03/19/2020", a time picker set to "2:00", and a time zone dropdown set to "PM".
- Duration:** Two dropdown menus for hours and minutes, set to "2" and "0" respectively.
- Time Zone:** A dropdown menu set to "(GMT-7:00) Arizona".

4. The creator of the Zoom link will need to click on **enable waiting room** if it was decided that this feature would be used for the deliberation. See screen shot below.

Registration Required

Meeting ID Generate Automatically Personal Meeting ID :

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

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

- If the student is creating the Zoom link, the ASU email of the committee chair needs to be input as the Alternative Host. If the chair is creating it, the ASU email of the student should be input as the Alternative Host. This is necessary so that each will have the ability to control meeting features, including placing people into the waiting room during committee deliberation, and then to allow them back in. Then click on **Save**.

Alternative Hosts

Save

Cancel

- The meeting is now saved. The student or chair will copy the Zoom link to be entered on the student's iPOS.

Invite Attendees

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

- Once the Zoom link is obtained, the student will proceed to schedule the event electronically. See [Guide for Scheduling a Defense](#) for scheduling instructions.
- Once the academic unit approves the defense, the event will appear on the Graduate College Defense Calendar, along with the Zoom link.