Details for Scheduling and Conducting an Online Defense

Scheduling the Defense

1. The Student will coordinate a date and time for the defense with the Chair and Committee members, being mindful of available dates and the timeline outlined in the 10-Working Day Calendar. The Student should ask the Chair how the deliberation portion of the defense will be handled and if the waiting room or break out rooms will be utilized. The Student will need this information for setting up the defense in Zoom.

2. The Student will proceed to schedule the event electronically via myASU> Programs> Defense> Next Steps> Schedule My Defense. The location will require the Zoom link for the defense.

3. The Student will then open a new tab and go to: https://asu.zoom.us/ and log in with ASU credentials.

Then, click on “Meetings” and then “Schedule a New Meeting”
If unfamiliar with Zoom, Students can utilize resources found at this link: https://uto.asu.edu/zoom-resources

4. The Student 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 scheduled to be “Arizona”, change that in the drop down.

```
<table>
<thead>
<tr>
<th>Topic</th>
<th>John Doe’s Dissertation Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (Optional)</td>
<td>Enter your meeting description</td>
</tr>
<tr>
<td>When</td>
<td>03/19/2020 2:00 PM</td>
</tr>
<tr>
<td>Duration</td>
<td>2 hr 0 min</td>
</tr>
<tr>
<td>Time Zone</td>
<td>(GMT-7:00) Arizona</td>
</tr>
</tbody>
</table>
```

5. The Student will need to click on “enable waiting room” and input the committee chair as the “alternate host” in order for the Chair to have the ability to place the Student and participants into the waiting room during committee deliberation, and then allow them back in. See screen shot below.
6. The Student should input the ASU email address of the Chair as an “Alternative Host” and then click on “Save”.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting ID</td>
<td>Generate Automatically</td>
</tr>
<tr>
<td>Meeting Password</td>
<td>Require meeting password</td>
</tr>
<tr>
<td>Video</td>
<td>Host on/off</td>
</tr>
<tr>
<td>Audio</td>
<td>Telephone</td>
</tr>
<tr>
<td></td>
<td>Dial from United States of America</td>
</tr>
<tr>
<td>Meeting Options</td>
<td>Enable join before host</td>
</tr>
<tr>
<td></td>
<td>Mute participants upon entry</td>
</tr>
<tr>
<td></td>
<td>Enable waiting room</td>
</tr>
<tr>
<td></td>
<td>Only authenticated users can join</td>
</tr>
<tr>
<td></td>
<td>Record the meeting automatically</td>
</tr>
</tbody>
</table>

**Alternative Hosts**

jane.doe@asu.edu

[Save] [Cancel]
7. Once the meeting is saved, the Student will copy the Zoom link.

8. The Student will then go back to the tab with the “Schedule My Defense” and click on that tab.

9. Next, the Student will input the defense date and time and then choose “My Defense is virtual” and then paste the Zoom link as the “Virtual Meeting Link”.

10. The Student will input the Culminating Document Title and then choose “Video Conference” as the Method of Attendance for each on the Faculty Committee members, and then “Request Approval”.

11. The Student will submit the document via the iPOS to the format team.

12. Once the academic unit approves the defense, the event will appear on the Graduate College Defense Calendar, along with the Zoom link.

Preparing for the Defense
1. The Student and Committee members should review the Zoom resources site: https://uto.asu.edu/zoom-resources
2. 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 one week prior to the defense.
3. Before the defense, the Student should discuss with the Committee who will be moderating the meeting controls and chat room via Zoom during the defense. Also, it is suggested that all review the “best practices” for the actual defense on the next page to agree upon the flow of the defense. It should be determined how the deliberations will be handled, if the waiting room will be used, and confirmation that the Student has assigned the Chair as the alternate host and enabled the waiting room when the meeting was scheduled.
4. 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

Important Notes for Students:
The defense is a public event. It is likely that interested members of the ASU community will join the event virtually as a member of the audience. It is also a professional event; please plan to dress accordingly. Additionally, when scheduling the event, it is important to be mindful of the location where you will participate in the Zoom meeting. Be sure that the location has a reliable and fast wireless connection. The image displayed, including anything visible in the background, should be reflective of the serious and professional nature of the event. Care should also be taken to minimize any background noise or movement. Students will be required to be visible on video for the duration of the event.

The Actual Defense—Best Practices

These are suggested best practices, but the Student and Committee should discuss the guidelines prior to holding the defense.

1) The Student should start the meeting at the scheduled time by clicking on “Start.” Committee members and guests will click on “Join the meeting” or click on the Zoom link that was sent to them or advertised online.
2) Once all Committee members for the defense and Student are present in the Zoom room, the Student and all Committee Members can (very briefly) introduce themselves. The Chair should ensure that the defense is being recorded. This should have been automatically set when the Zoom meeting was scheduled. 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 the Chair 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 individually by being “unmuted.”

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.

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 and deliver the results of their deliberations.

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.

Note: If there is a technical issue that prevents the defense from being held, the Chair is expected to notify the Graduate College of change of time and day and of the new Zoom link.