

Zoom Instructions for PhD Thesis Defenses

Note: The host should be a faculty member from the committee and NOT the defending student. The student will need to be excused at some stage for the committee's deliberations and should therefore have no access to any of the meeting's functions

Scheduling the Meeting

- 1) Sign in on *mit.zoom.us* using your MIT Kerberos username and password.
- 2) Select "Schedule A Meeting" from the top right.
- 3) Enter in the meeting name in the "Topic" field, as well as the date, time and estimated duration of the defense.
- 4) Under "Meeting Options",
 - a. Toggle off "Enable join before host"
 - b. Select "Mute participants upon entry"
 - c. Select "Only authenticated users can join." **Please note** that if guests from outside the Institute will be participating this setting will prevent them from joining. In this case do not select this option; instead select the "Require meeting password" option and distribute the password with the meeting invitation.
 - d. Select "Breakout Room pre-assign" (see step 5)
- 5) You will need to create two breakout rooms for the private Q&A and committee deliberations—see below
 - a. The first breakout room should include the thesis committee and the defending student. Enter their MIT email addresses (or search their names) in the participants field.
 - b. The second room will remain empty--do not enter any email addresses in this participant field.
- 6) Click "Save" on the bottom of the screen to schedule your meeting.
- 7) To view or edit this event, select "Meetings" from the left side bar menu and select the defense meeting you wish to view. This page will also show the Meeting ID and URL to share with the attendees.

Before the Meeting

The committee and defending student should meet 15 minutes before the official start time to fix any audio, visual, or connectivity issues and to test Breakout Room 1.

During the Meeting

There will be four parts to the meeting:

- 1) Public presentation and Q&A
- 2) Thesis committee and student Q&A
- 3) Thesis committee deliberation
- 4) Public announcement

These are discussed below

Part 1: Public Presentation and Q&A

- 1) The Public presentation and Q&A portion will take place in the main meeting room. Once this session is over, the Breakout Rooms will come into use.

Part 2: Thesis Committee and Student Q&A

- 1) Select "Breakout Rooms" from the bottom menu. The two rooms already created will show up.
- 2) Breakout Room 1 will already include the members of the committee and the defending student. If other faculty members would like to be included in the next two sessions the host can assign them to Breakout Room 1 (see how to assign other participants in step 3).
- 3) The host will have to assign everyone else to Breakout Room 2, which was left empty. To do this, select "Assign" and select the meeting participants that need to be added to the room.
- 4) Once every participant has been assigned to their respective rooms, select "Open All Rooms".
- 5) The host will need to join Breakout Room 1. Select "Join" next to this option, then confirm.
- 6) Once the Thesis committee/faculty and student Q&A has ended, you will have to move the student to Breakout Room 2.

Part 3: Thesis Committee Deliberation

- 1) Select "Breakout Rooms" from the bottom menu, find the student's name under Breakout Room 1 and select "Move to". Select "Breakout Room 2".
- 2) Only the committee and any other added faculty will be in Breakout Room 1.

Part 4: Public Announcement

- 1) When the deliberation session has ended, the host will need to close all the rooms. To do so, open up the “Breakout Rooms” menu from the bottom bar, and select “Close All Rooms”. Confirm you would like to return to the main session.
- 2) This will begin the final session.