Quick Guide for an Online Defense

Scheduling the Defense

1. The Student will follow the regular guidelines for scheduling a defense, except that a Zoom meeting will also need to be scheduled at: https://asu.zoom.us/. The Zoom link will be used as the "Virtual Meeting Link."
2. For the settings, the Student should designate the Chair as an "Alternative Host," click on "Enable waiting room."

Preparing for the Defense

1. The Student and Committee members should review the Zoom resources site: https://uto.asu.edu/zoom-resources, including how to test the audio and video.
2. 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.

Important Notes for Students:

- The event will be open for the public to attend.
- Be mindful of the location for the Zoom meeting (internet connection, noise, privacy, lighting, background, etc.)
- 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) After "starting" or "joining" the meeting, the Student and Committee should provide brief introductions. All guests should be muted.
2) The Student should then deliver her or his presentation, preferably without interruption. Discussion and questions can be conducted after the presentation.
3) Once the Q&A portion has been completed, the Chair can put all participants and the Student in the Zoom waiting room. See Zoom directions for Using the Waiting Room.
4) The Chair and the Committee members can deliberate on the quality of the defense and what revisions, if any, are needed.
5) After deliberations, the Chair can "admit" the Student and audience back into the Zoom room and deliver the results of their deliberations.
6) Once the meeting is ended, 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. If unfamiliar with Zoom, resources can be found at this link: https://uto.asu.edu/zoom-resources