

# General Procedure for Remote Seminars/Defenses

This guide provides basic procedure for giving remote presentations at MLML. There is information for both the presenter as well as the individual who will be introducing the speaker.

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## Remote Seminars

### Prior to the seminar:

1. Make sure you have updated to the most recent version of Zoom.
2. 1-2 days prior to presentation, perform a test run with a member of the IT group.
  - Please use the exact set up you plan to use for the actual seminar during the dry run.
  - If you wish to use presenter view, you will need a second monitor.

### During the seminar:

1. **Speaker and sponsor should join at ~3:40 pm PST**
  - **IT host** will go over this procedure with the **speaker** and **sponsor** one last time
2. **Speaker** shares their screen with title slide at 3:55pm
3. Just before 4pm, the **Speaker**, **sponsor**, and **IT host** will turn off audio and video.
  - Sponsor and Speaker may elect to leave their video on.
4. **IT host** will begin the recording/streaming of the seminar and let in the audience participants.
5. **Sponsor** will unmute themselves, and they will read the following **etiquette script** and introduce the **speaker**:
  - *All audience participants will be muted throughout the seminar.*
  - *Please DO NOT attempt to turn on your video or share your screen during the talk.*
  - *There will be an opportunity for the audience to ask questions live at the end of the talk just like a normal seminar. Once the speaker has finished their talk, you can use Zoom's raise hand feature to notify the meeting host that you'd like to ask a question. The raise hand feature is located under the reactions tab at the bottom of the Zoom window.*
  - *You are invited to turn on your video during the questions portion of the talk.*
6. **Sponsor** is muted after intro
7. **Speaker** will unmute themselves and begin their presentation
8. **During the presentation, Host/Co-Hosts will:**
  - Mitigate any tech issues that arise

- Kick out unwanted participants
9. **Questions Portion:**
    - At this point, the **IT host** will allow everyone to turn on their video
    - **Speaker** will either show questions slide, or stop their screen share and start their video
    - **Sponsor** will prompt for questions and remind participants to use the raise hand feature.
    - **Sponsor** will open participants tab and call on those with their hand raised for questions.
    - **IT host** will unmute those that are called on by the **sponsor**.
  10. **Speaker** says a closing statement
  11. Live Stream and recording stopped
  12. OPTIONAL: **IT host** will allow participants to unmute themselves and **sponsor** will announce the beginning of the informal happy hour. The **sponsor** is made the host of the Zoom meeting and the informal happy hour begins
    - Duration of the happy hour is managed by the **sponsor** and the **speaker**, and can be concluded at any desired time
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## Remote Thesis Defenses

### Prior to the defense:

1. Submit an [iTicket](#) notifying IT of the date and time of your thesis. The sooner the better.
2. Notify the Front Desk, Ivano, and Jocelyn of your plans to defend, **especially** if you will be using a lab space.
3. Make sure you have updated to the most recent version of Zoom.
4. 1-2 days prior to the defense, perform a dry run with member of the IT group.
  - Please use the exact set up you plan to use for the actual defense during the dry run.
  - If you wish to use presenter view, you will need a second monitor.

### During the defense:

1. **Student and advisor should join 15-20 minutes prior to the start of the defense**
  - **IT host** will go over this procedure with the **student** and **advisor** one last time
2. **Advisor** will begin screen share and show the title slide of the introductory presentation 5 minutes prior to defense.
  - If the advisor does not have a presentation prepared, the student will share their presentation.
3. Just before 4pm, the **student**, **advisor**, and **IT host** will turn off audio and video.
  - Student and Advisor may elect to leave their video on.
4. **IT host** will begin the recording/streaming of the defense and let in the audience participants.
5. **IT host** will unmute the **advisor** and they will read the following **etiquette script** and introduce the **student**:
  - *All audience participants will be muted throughout the seminar.*

- Please *DO NOT* attempt to turn on your video or share your screen during the talk.
  - There will be an opportunity for the audience to ask questions live at the end of the talk just like a normal seminar. Once **{student's name}** has finished **{his/her/their}** talk, you can use Zoom's raise hand feature to notify the meeting host that you'd like to ask a question. The raise hand feature is located under the reactions tab at the bottom of the Zoom window.
  - You are invited to turn on your video during the questions portion of the talk.
6. **Advisor** will stop screen share and **student** will start their screen share.
  7. **Advisor** is muted after intro
  8. **IT Host** will unmute the **student** to begin their presentation
  9. **During the defense, Host/Co-Hosts will:**
    - Mitigate any tech issues that arise
    - Kick out unwanted participants
  10. **Questions Portion:**
    - At this point, the **IT host** will allow everyone to turn on their video
    - **Student** will either show questions slide, or stop their screen share and start their video
    - **Advisor** will prompt for questions and remind participants to use the raise hand feature.
    - **Advisor** will open participants tab and call on those with their hand raised for questions.
    - **IT host** will unmute those that are called on by the **advisor**.
  11. After questions, **IT host** will stop recording/live stream and allow participants to unmute themselves for a brief informal celebration prompted by the **advisor**
  12. After the celebration, the **advisor** will ask all participants to leave except the **student**, **advisor**, and their **committee members**
    - **IT Host** will kick out any straggling participants
    - **IT host** will make the student or the advisor the host and leave the meeting

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