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.

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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