

Conducting your dissertation defense over Zoom? Here's what you should know and do

Generally, the department recommends setting up one Zoom meeting for both the public session and the private exam. The department is committed to assisting students on the technology side to ensure the defense goes as smoothly as possible. Here is what the student can expect:

Before the defense:

- 1) The department will find a moderator for the student's defense;
- 2) The moderator will set up a secure Zoom meeting for the student's defense. The moderator will be the host during the public session;
- 3) The department will create the defense flyer and distribute the flyer with the secure Zoom meeting link to the anthropology email lists;
- 4) The student will send out a Zoom invitation to the committee members;
- 5) The department will create a separate email invitation for the student to distribute to people outside of Department of Anthropology. Email with the secure Zoom link should not be forwarded to non-Stanford affiliates;
- 6) The moderator will contact the committee advisor and provide instructions on what he/she needs to do before and after deliberation.

During the public defense:

- 1) The moderator will start the Zoom meeting and monitor the participants as they connect to the meeting;
- 2) When the student starts the presentation, the moderator will mute the audience, and continue to monitor the participants to ensure they do not disrupt the meeting;
- 3) Once the public presentation is completed, the student can open the meeting up for Q&A. Ask the participants to type their questions using the chat function on Zoom. Remember to repeat the question before your answer;
- 4) After the Q&A session, ask all non-committee participants to leave the Zoom meeting. If they don't leave in a timely manner, the moderator will manually remove them.
- 5) Once all participants have disconnected, the moderator will lock the meeting and transfer the Zoom hosting responsibility to the committee advisor. Then, the moderator will leave before the private portion of the meeting begins.

During the private session:

- 1) Once the moderator has left the meeting, the student can start the private exam;
- 2) After the exam, the Zoom host/committee advisor will place the student in the waiting room to begin deliberation.
- 3) After deliberation, the Zoom host re-admits the student back to the meeting.

NOTE:

Please provide the following information to the department as soon as possible:

- Date, time, title, and abstract of your defense, and a photo of yourself;
- The name of the committee advisor who will be taking over the hosting responsibility during the private session. The department will email the committee advisor to provide information on how to place the student in the waiting room and how to re-admit the student during the private session.