

# DMS Remote Defense Policy and Tips

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## DMS Policy

DMS requires that defenses scheduled for March and April, and probably those scheduled for May, be held remotely over [Zoom](#).

We are asking students to go ahead with their scheduled defenses and not postpone.

Moving all defenses to remote delivery was a tough decision, as we know that this is such an important event for everyone. We are planning on hosting defense event(s) after the coronavirus restrictions are lifted so that we can properly celebrate everyone's defense.

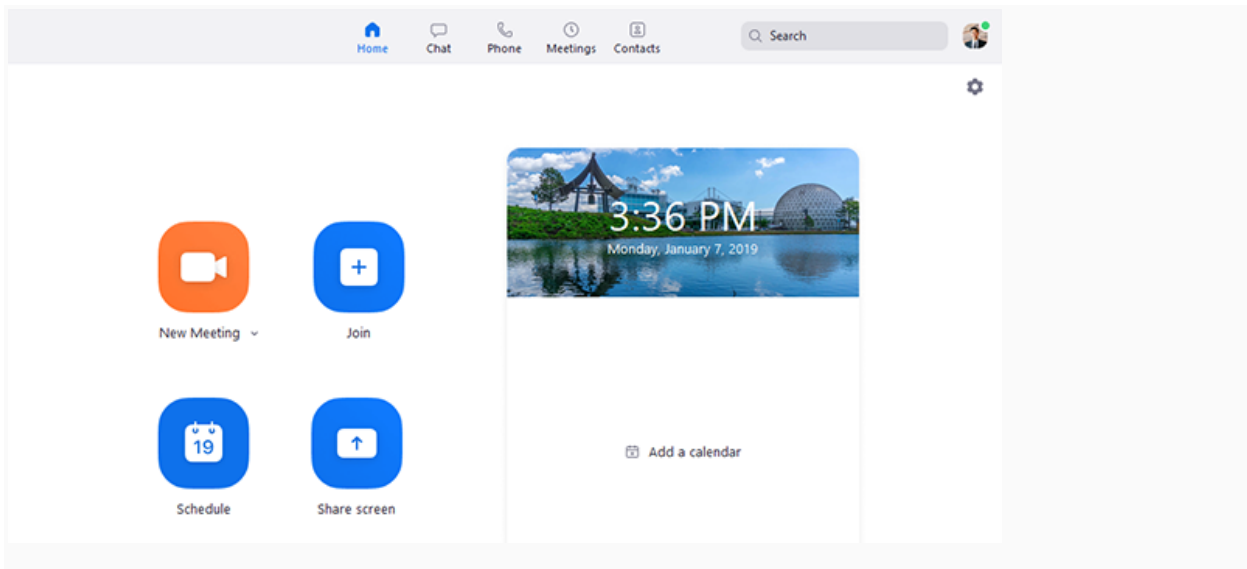
# Preparing for your Defense

## Create Zoom Meetings

Students defending should create two zoom meetings; one for their public defense and one for their private defense. They can then share the links with [samantha\\_reed@hms.harvard.edu](mailto:samantha_reed@hms.harvard.edu) so that DMS may help advertise their public defense.

Students should sign up for the Harvard licensed [Zoom](https://harvard.zoom.us) account as it provides more capability than a free Zoom account. Go to <https://harvard.zoom.us>. The HarvardKey login screen will appear. Enter your HarvardKey login name and password. [Quick Start Guide](#): Walks you through the steps to set up your account

After signing in, you will see the Home tab, where you can click these options. Select Schedule.



In the Schedule Meeting window, after entering the meeting date/time etc, select Advanced options.

- Select “Enable join before host”
- Select “Mute participants on entry”. This reduces the risk that the attendees of your defense are unmuted and are making distracting noise and/or causing a feedback loop.

Select “Schedule” and you will receive your Zoom meeting details and the link.

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## Format Slides

Format your slides for easy viewing online — try to eliminate any transitions or animations because, with overloaded video conferencing platforms; they may be glitchy. Use a bigger font, and less information on each slide as the viewing screen is smaller than a regular talk.

As a back-up measure, students can save their slides as a pdf. They can then distribute slides to their committee in case they have any difficulties seeing the screen share. If you wish you can also distribute to friends and family.

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## Practice Remotely

Once you have determined a suitable space, practice using that space and the exact same technology you will use during your defense. Have someone else test that they can hear you and see your slides. Do a practice run — see if your lab members can provide feedback remotely, just as they would watch the live event! Record yourself and watch the playback.

- Speak slowly and remember to pause frequently — audio and video sometimes take a second to catch up.
- Put your webcam at eye level or higher – experiment for best angles
- Make Eye Contact - Try to look at your webcam versus the screen
- Lighting should come from in front of you or from the side to best light your face
- Think about your background - make it interesting but not distracting

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## Using PowerPoint

<https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation>

There are three methods you can use to screen share a PowerPoint presentation in a Zoom meeting. If you have dual monitors, you can share a slide show on one monitor while viewing the presenter's notes in another monitor. If you have a single monitor, you can also start the slide show in a window rather than full screen so that you can have access to other meeting features while sharing your presentation.

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# Public Defense

## Introduction

Typically, the dissertation advisor will introduce the student at the beginning of the public defense. Please confirm this plan with your advisor and make sure they are not on mute when the public defense begins.

If you wish to record your public defense please be sure to notify the participants of this at the beginning of the talk. <https://support.zoom.us/hc/en-us/sections/200208179-Recording>

Please ask all attendees to mute themselves and to use the Chat tool to ask for any technical support from your co-host.

## Co-host

<https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-Adding-a-Co-Host>

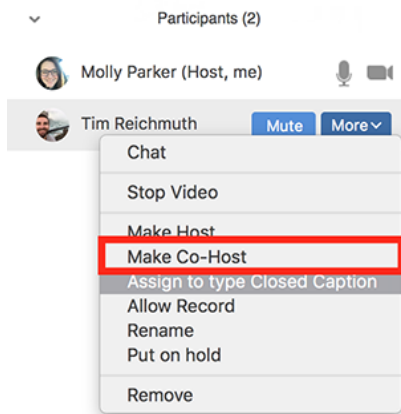
Once the student enters the meeting, if they are the host (which will be the case if they created the meeting) they should assign someone else to be a [co-host](#) during the meeting. Their program administrator or Samantha Reed in DMS would be happy to take this role.

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants and muting them. The host can assign as many co-hosts as they wish.

1. Click on Manage Participants in the meeting controls at the bottom of the Zoom window.



2. Hover over the name of the participant who is going to be a co-host, and choose More.
3. Click Make Co-Host.

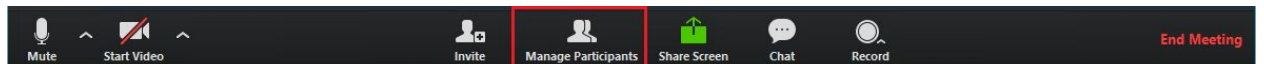


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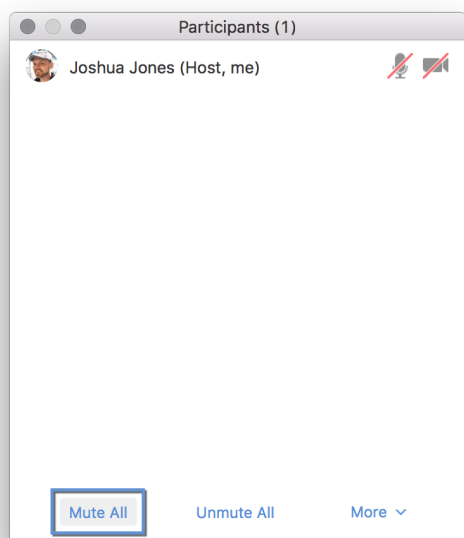
## Muting Participants

<https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

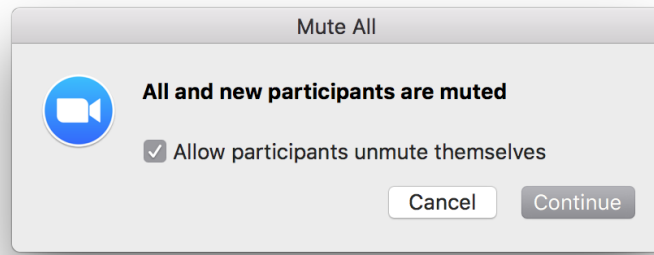
1. Select Manage Participants



2. Select Mute All



3. You will be prompted to Allow participants to unmute themselves. Clicking Continue will mute all current and new participants.



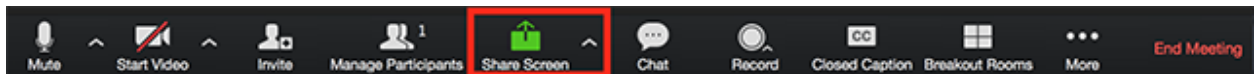
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## Share Screen

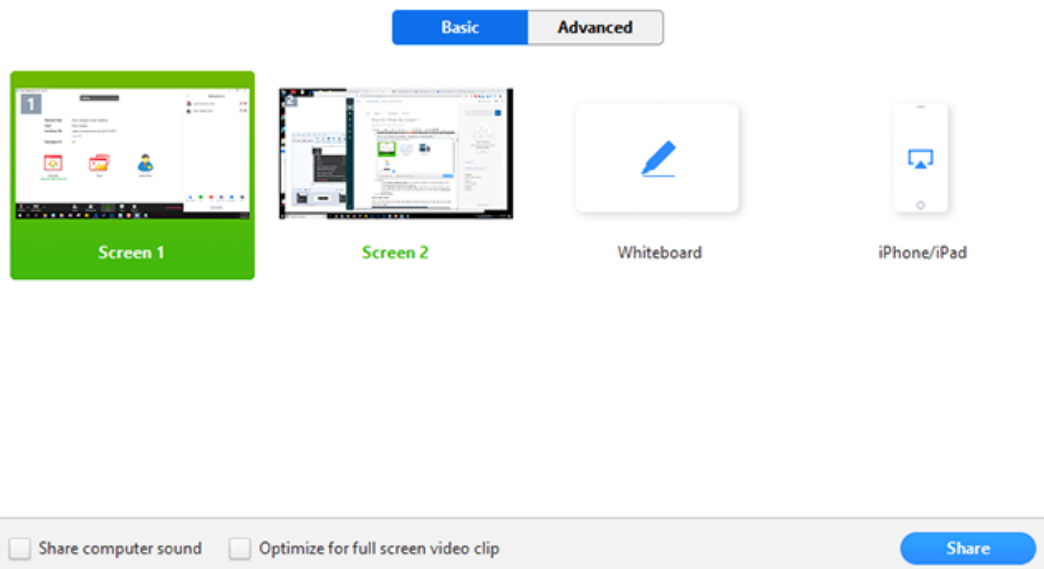
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

Before sharing your screen, be sure to close unnecessary tabs and applications that might cause pop-ups or notifications during your presentation.

1. Click the Share Screen button located in your meeting controls.



2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a [whiteboard](#), or an [iPhone/iPad](#).

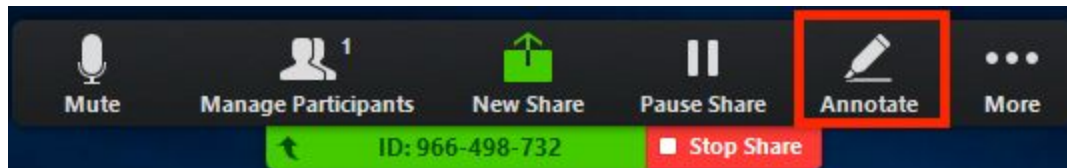


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## Annotation Tools

<https://support.zoom.us/hc/en-us/articles/115005706806>

After sharing your screen or whiteboard, annotation controls will display.



You will see these annotation tools:



## Q&A

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

Ask participants at the end of the defense to enter their questions in the Chat bar. The student, or someone the student assigns to do so, can then read out each question and the student can then answer them. You may want to make sure that the questioner can provide follow up in the chat.

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## Private Defense

For the private defense, you will want to make sure that the audio is working for all your committee members. You may find that you want to share a screen as you answer questions—either with some of your follow up data, or going back to one of your slides. You should be prepared for this possibility. You should also be prepared to share on the screen the pdf for your written dissertation, as some specific questions may arise. The private defense will probably last about one hour.

If possible during the private defense committee members should use their video, however if their video is freezing, this may be a result of their internet bandwidth issue. If they turn off their video, they should be able to communicate clearly through the audio. The private defense should not be recorded.

## Leaving the Zoom meeting while your committee deliberates

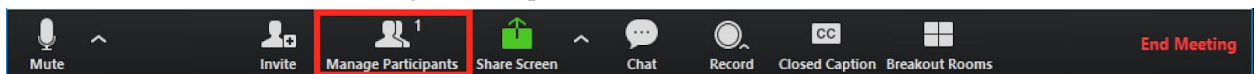
Towards the end of the private defense the committee may wish to deliberate without the student present. If the student is the host of the meeting they must first make another member of the meeting the host. (If the host leaves the meeting, it will end the meeting) Once the student is no longer the host, the red words in the bottom right corner of their screen will change from End Meeting to Leaving Meeting.

The committee and student should determine a period of time the student should wait (for example, 10 minutes) before they come back to the meeting by clicking on the zoom link.

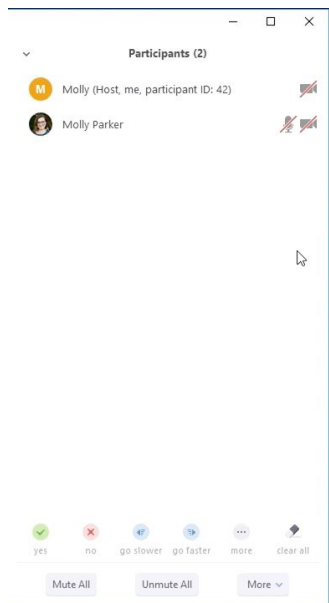
## Pass Host Controls and Leave the Meeting

<https://support.zoom.us/hc/en-us/articles/201362573-Pass-Host-Controls-and-Leave-the-Meeting>

1. In the host controls, click Manage Participants.

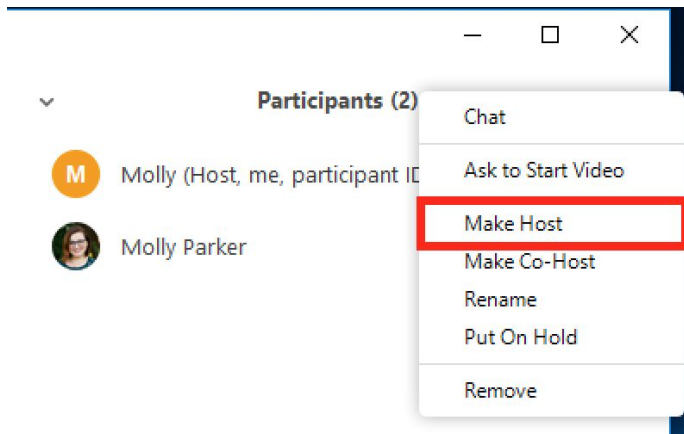


2. This will open the participants list.
3. Hover over the name of the participant you want to make the host and click More.

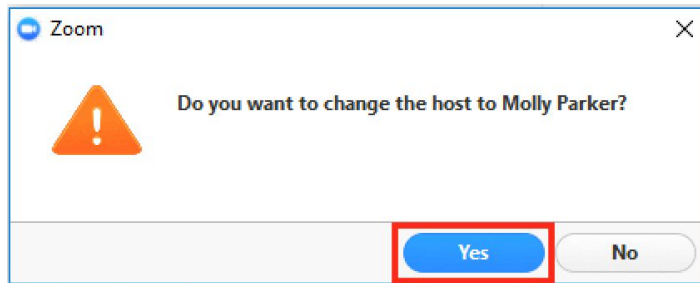




4. Click Make Host.



5. Click Yes to confirm that you want to make this user the host.



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## Forms

The DMS Office will provide the Chair of your defense with a Final Record of Exam form that they will complete, sign and email back to [samantha\\_reed@hms.harvard.edu](mailto:samantha_reed@hms.harvard.edu). DMS will waive all the other signatures except for the Chair.

DMS will provide the student with a letter certifying their defense completion that they can include in their dissertation in lieu of the Dissertation Acceptance Certificate.

Once everyone is back on campus, DMS will secure the necessary physical signatures for the Dissertation Acceptance Certificate that will be submitted to the registrar.

You can also use Zoom to celebrate virtually. One way to do this at the right time, is to invite family and friends to the Private Zoom after the conclusion of the private defense. To do this, go to Invite, and send to your group of family and friends.

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## DMS Contact

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