Conducting PhD Oral Defences using Zoom

Due to extenuating circumstances, PhD candidates will be conducting their thesis defence via Zoom. Please take note of the following guidelines:

- Only the Defence Committee (membership verified and approved by GPS), the Candidate and the Pro-Dean will take part in the online defence.
- All participants in the defence must be connected via Zoom. There will be no physical meeting. GPS will act as the meeting host and initiate the meeting on Zoom, providing a link to be used to join the meeting. GPS will remain as a silent member of the meeting and provide technical support, as needed. The host (GPS) will confirm each member of the defence as they join the meeting. Once the defence is ready to start, the Pro-Dean will act as the academic host and oversee the proceedings.
- The Defence Committee and Candidate must have their video active that allows them to see and be seen. The Candidate must have their microphone on throughout (no muting); other members may mute, as appropriate.
- Once all the parties are connected, the host (GPS) will place the Candidate in the virtual Waiting Room for the Pre-Defence meeting. Similarly, the Candidate will be placed in the virtual Waiting room during the Closed Session at the end, when the final evaluation is made. The Candidate will be brought back (“Admitted”) into the meeting for the examination and after the final decision has been made.

Live streaming

- GPC will contact Candidate approximately four to six weeks prior to the defence to verify if they wish to have the defence live streamed. If Candidate wishes for defence to be live streamed, GPC will then seek consent from the Oral Defence Committee. GPC will forward the completed oral defence form to GPS at least 4 weeks prior to defence indicating if student wishes to live stream defence and if all committee members consent to the live stream. GPS is responsible for obtaining consent from the Pro-Dean.

Using Zoom

Before the defence, all parties should ensure that they are registered with Zoom and that their computer is set up for video and audio. Here are the steps to follow:

1. Please sign up with Zoom using your institutional email address through this link:  
   https://zoom.us/signup
2. A confirmation email will be sent to your account. Once received, proceed to complete your sign up.
3. Skip the option to add colleagues.
4. You will arrive at a page which allows you to test a meeting. Please click the START MEETING NOW button.
5. At this point, you have the option of either running the test meeting in your browser or downloading the Zoom application.
   a. **We recommend downloading the application.**
6. Once you open the meeting link, you will get a notice asking you to JOIN WITH COMPUTER AUDIO.
   a. If your webcam is functional, you will already see yourself on screen.
   b. This will give you the chance to test your speakers and microphone. Please follow the instructions.