Virtual HST PhD Thesis Defenses
HST PhD defenses held during the spring and summer 2020 should be conducted online.

Identify a Host: The host could be someone on the committee, or someone who will be present throughout the entire defense, but NOT the defending student. If you would like a staff member from the Academic Office

Space on Campus: If you are interested in reserving a room on campus to host your remote defense (one person in room only), please contact Traci Anderson (tanderso@mit.edu) in the HST Academic Office.

Scheduling the Meeting (Host)
1) Sign in on mit.zoom.us using your MIT Kerberos username and password.
2) Select “Schedule A Meeting” from the top right.
3) Enter in the meeting name in the “Topic” field, as well as the date, time and estimated duration of the defense.
4) Under “Meeting Options”,
   a. Toggle off “Enable join before host”
   b. Select “Mute participants upon entry”
   c. Select “Only authenticated users can join”
   d. Select “Breakout Room pre-assign”
5) You will need to create two breakout rooms for the defense.
   a. The first breakout room should include the thesis committee and the defending student. Enter their MIT email addresses (or search their names) in the participants field.
   b. The second room will remain empty- do not enter any email addresses in this participant field.
6) Click “Save” on the bottom of the screen to schedule your meeting.
7) To view or edit this event, select “Meetings” from the left side bar menu and select the defense meeting you wish to view. This page will also show the Meeting ID and URL to share with the attendees.

Publicize the Defense (student)
The IMES/HST Academic Office invites the community to attend the defense via email, and a notice on the HST website. This requires that the student email a thesis abstract and supplemental information to Joseph Stein (jrstein@mit.edu) two weeks prior to the thesis defense. The following information should be included: Date and time, ZOOM LINK, Thesis Title, Names of committee members, with academic and professional titles and institutional affiliations. The abstract is limited to 250 words for the poster, but students may optionally submit a second, longer abstract for the email announcement.

Before the Meeting
1) The committee and defending student should meet 15 minutes before the official start time to fix any audio, visual, or connectivity issues and to test Breakout Room 1.
**Public Presentation:** This will take part in the MAIN room. The student should prepare a presentation of 45-60 minutes in length, to be followed by a public question and answer period of 15–30 minutes at discretion of the chair.

**Committee Discussion (Breakout Room 1):** Immediately following the public thesis presentation, the student meets privately with the thesis committee and any other faculty members present to explore additional questions at the discretion of the faculty.

**[HOST]:**
1) Select “Breakout Rooms” from the bottom menu. The two rooms already created will show up.
2) Breakout Room 1 will already include the members of the committee and the defending student. If other faculty members would like to be included in the next two sessions the host can assign them to Breakout Room 1
3) The host assign everyone else to Breakout Room 2, which was left empty. To do this, select “Assign” and select the meeting participants that need to be added to the room.
4) Once every participant has been assigned to their respective rooms, select “Open All Rooms”.
5) The host will need to join Breakout Room 1. Select “Join” next to this option, then confirm.
6) Once the Thesis committee/faculty and student Q&A has ended, you will have to move the student to Breakout Room 2.

**Executive Session:** The thesis committee meets in executive session and determines whether the thesis defense was satisfactory. The committee may suggest additions or editorial changes to the thesis document at this point.
1) Select “Breakout Rooms” from the bottom menu, find the student’s name under Breakout Room 1 and select “Move to”. Select “Breakout Room 2”.
2) Only the committee and any other added faculty will be in Breakout Room 1.

**Public Announcement**
1) When the deliberation session has ended, the host will need to close all the rooms. To do so, open up the “Breakout Rooms” menu from the bottom bar, and select “Close All Rooms”.
Confirm you would like to return to the main session.
2) Committee will announce to decision
3) Unmute participants for clapping, congratulations!