

TECHNOLOGY PREPARATION & BEST PRACTICES FOR BANDED DISSERTATION DEFENSE DAY

Please read the information contained in this document very carefully to ensure a smooth and optimal experience for all online presenters and participants. The following information on this page applies to DSW students, University community members, and members of the general community.

Rules of Conduct

- All DSW students, University community members, and members of the general community are expected to adhere to the *Rules of Conduct for Graduate Students*. (More information can be found in the [DSW Student Handbook](#))
- Similarly, DSW students are expected to use common courtesy and standards for online professional behavior as outlined in the *Netiquette Policy* under *Online Learning Expectations* in the DSW Student Handbook.

Defense Day Virtual Room

- There is one virtual room/link (via Zoom) for **all** defense days (see link on Dissertation Defense webpage).
 - *Clicking on the virtual room/link may prompt an automatic download of the Zoom application. Allow your computer to install the application.*
- Room will be monitored and moderated by professional staff and the DSW Committee Members.
- Defense dates, times, and presenters are listed on the Dissertation Defense webpage.

Zoom Participants (participants logging in to view defenses)

- Ensure that you are in a quiet place when viewing defenses.
- After logging in, microphones and cameras will be turned off automatically to conserve bandwidth.
- A moderated Q&A session facilitated by the 801 Instructor and BD Advisor is scheduled at the end of each defense.
- A Chat Panel with the Host/Zoom Moderator will be utilized for general and Q&A questions.
- To view defense presentation (PowerPoint) and presenter in side-by-side mode, click **View Options** in the menu bar at the top and select "Side-by-side Mode". [Click here for more information provided by Zoom.](#)

Structure of Defense

- Defense is a 30-minute presentation followed by a 20-minute moderated Q&A facilitated by DRSW 801 Instructors.
- Only the video feed of Student Presenter, BD Advisor, BD Instructor, and Program Director will display.
- During Q&A, the order in which questions are answered will be (1) BD Advisor, (2) Program Leadership, (3) Current Faculty, (4) Emeritus Faculty, and (5) Broader Community.
 - *Questions generated by participants in categories #2 – 5 above will need to be typed into the Chat panel to be read by the Moderator.*
- After the end of each defense presentation, you will be moved into a "lobby room" where you can wait to participate in the next defense if there is a back-to-back presentation.

- To exit a defense presentation, click **Leave Meeting** toward the bottom right corner of the Zoom window.