

1) Set up two Zoom meetings (not webinars) through WHOI's zoom site, <https://whoi-edu.zoom.us/>

-one for the public defense that requires registration and

-one for the private defense.

The link for the public defense will be included in the thesis defense announcement. Email this information to Lea Fraser for the announcement. The link for the private defense only goes to the student, committee, and the thesis chair. A note will be made on the thesis announcement, *If interested JP faculty who read the draft thesis wish to participate in the private defense, please contact the thesis defense chair at least three business days prior to the defense date.*

2) Schedule a practice session at least one business day prior to the defense date with Matt Barton and the thesis chair. This will allow time to work out technical problems.

3) Sign in to Zoom at least 30 minutes prior to the start of the defense to allow for any Zoom updates and to assign the thesis chair as the co-host. The thesis chair will be able to mute all participants on entry and not allow people to unmute themselves (options under Participants). The thesis chair should instruct all participants to choose speaker view. The thesis chair will then be able to introduce the advisor, let the advisor say a few words if they choose and then hand off the proceedings over to the student.

Some suggestions: about ten minutes before the end of the presentation, the chair could write in the chat box asking attendees to write questions for the student in the chat. Attendees may also ask questions verbally.

4) After the public defense concludes, the committee may take a break and start the private defense. Once the thesis chair enters the meeting, turn over hosting responsibilities to the thesis chair.