

## Using Zoom for Defences and MRP Presentation

Revised: Jan. 25, 2022

### In advance of the examination:

- The program administrator or designate should set up the Zoom meeting in advance and **follow the best practices for securing the Zoom meeting** provided in the links section. This person will be a “host” in the Zoom meeting.
- The graduate program administrator should share any digital documents or email text in lieu of signatures with the examination chair to send to the examining committee after deliberations.
- The student should also share the presentation slides and other materials (such as photographs of drawings, installations and models) with their graduate program administrator, who will then provide the materials to the examination committee, including the external examiner.
- Personal phone numbers for all participants should be shared with the examination chair and/or student’s supervisor.

### During the examination:

- The examination chair or the program administrator should initially admit only the examining committee from the waiting room to discuss pre-examination matters.
- Then the student and the guests are admitted from the waiting room.
- For the presentation, the exam chair should advise everyone to mute their microphones, but video cameras can be left on to increase the interactivity of the presentation and examination.
- The student shares their screen with the slides when presenting. It is recommended that the student’s video feed be kept on during the presentation since this provides extra visual information for the audience.
- The students could establish a second Zoom connection with a tablet running Zoom for interactive drawings on Zoom’s whiteboard. Alternatively, this could be done on a piece of paper or whiteboard and shown on camera.
- Installations, models, etc., interacted with during the meeting can be shown on a cell phone or computer camera (the presenter can have multiple connections to the virtual meeting).
- During the Q-and-A part of the examination, turning on the video feed from the questioner and student is helpful to both.

## During deliberations:

- **Ask the audience members to leave and the student put in the “waiting room”** (the student will not be able to hear or see what is happening in the meeting while they are in the waiting room).
- Immediately after deliberations, the student is brought back into the meeting to give them the outcome. Any remaining guests that are in the waiting room can be brought into the meeting to hear the results and congratulate the student.
- Immediately after the examination concludes, the chair should fill out a virtual or hard copy of the meeting report and email a copy/photo/scan of the report to all voting members. The voting members should reply to the email with their approval or dissent to the report's decision(s).
- A confirmatory email can be provided in lieu of digital signatures, and often is much more straightforward. The email confirmation should explicitly state the recommendation and agreement of the voting member and can be attached to the form as a separate pdf in lieu of signatures.
- The following is **an example** of a request for a signature/confirmation email:

Your e-signature is required as Member #X of the committee in two places on the form.

Please reply here with an email that states explicitly:

I am confirming that X's oral examination was “satisfactory” and that the written work is acceptable (with minor modifications).

## Useful links:

- [Policy 164](#)
- [How to host a meeting using Zoom](#)
- [How to sign into a Zoom meeting using your Toronto Met ID](#)
- [How to sign in to Zoom with Single Sign On \(SSO\)](#)
- [Additional host capabilities in Zoom](#)