To best meet UW and Fred Hutch’s policies regarding social distancing, we highly recommend you conduct your thesis defense remotely. MCB usually requires a signed warrant after the exam. However, in light social distancing policies, your committee members will submit their grade for your exam electronically. Below are guidelines for setting up a remote meeting and submitting the Final Exam Warrant.

**BEFORE THE DEFENSE**

**3 WEEKS BEFORE DEFENSE**
- Schedule Final Exam in MyGrad Program
- Please email Maia (maialow@uw.edu) a list of committee members’ names and emails for the Exam Warrant
- Set up a Zoom Meeting and send invitation to committee by following the guidelines below

**1 DAY BEFORE MEETING**
- Send your presentation slides to committee members
- Include slide numbers on the slides in case a committee member loses their video connection
- Send Zoom Meeting reminder

**AFTER THE DEFENSE**
- Each of your committee members must email Maia (maialow@uw.edu) indicating if they recommend a pass or fail grade.

**SETTING UP A ZOOM MEETING**
We recommend that you set up a Zoom meeting for your exam. If you set up the meeting, you can share your screen and manage the exam more easily. Here’s some guidance:

Go to [https://washington.zoom.us/](https://washington.zoom.us/)
Sign in to ‘Standard UW Zoom’
On left side of the screen, click “Settings”
Under “Meeting”, click “In Meeting (Basic)"
  Chat: Enable
  Select “Prevent Participants from saving chat” and select “Save”
  Whiteboard: Enable
Click “Schedule a Meeting”
Topic: Thesis Defense for [YOUR FIRST AND LAST NAME]
When: select correct date; select half an hour before the time of your defense to check the set-up
Duration: 2 ½ hours
Registration: don’t require
Meeting ID: Generate Automatically
Meeting Password: don’t require
Video Host: ON
Video Participant: ON
Audio: Both
Meeting Options:
  Join before host: DISABLE
  Mute participants up entry: ENABLE (Participants can unmute themselves after they join)
  Enable waiting room: ENABLE
  Only authenticated users can join: leave blank
  Record the meeting automatically: leave blank
Designate Maia as an alternate host (maialow@uw.edu)

Click Save
SHARING YOUR DEFENSE MEETING LINK
Zoom generates an invitation link. Please email this to Maia and Madeleine (maddyzee@uw.edu). We will share it with
the MCB community. You can also share this link with family and friends. PLEASE NOTE: TO PREVENT UNWELCOME
PARTICIPANTS, DO NOT SHARE THIS LINK ON SOCIAL MEDIA.

HOSTING A MEETING
As the meeting host, you can control muting the audio and video for participants, using the “Manage Participants”
button at the bottom of the meeting screen. Here are more instructions about hosting:

ADDING A CO-HOST
Please make your PI a cohost. Then they can help with facilitating the exam and when your committee needs to use the
Breakout Rooms (see below). Your PI can also admit participants into the presentation from the Waiting Room. Here are
instructions to add a cohost:
https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host

RECORDING YOUR MEETING
You are welcome to record your exam. Please be aware that Washington is a 2-party consent state for recording
interactions. When you start recording, Zoom will send a message informing participants that recording has started and
that they can leave the meeting. Please also note that discussions in the Breakout Rooms are not automatically
recorded. Here are more instructions:
https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording

AUDIO AND VIDEO TROUBLE-SHOOTING
Here are some recommendations if committee members have problems with their audio or video:
- Turn off all but speaker video/audio if connection becomes problematic via “Manage Participants” at the bottom of the
  video screen
- Use the “Call in to meeting” function if computer audio not working

FACILITATING QUESTIONS
Because of the number of people attending your meeting, we recommend you take questions through the chat feature.
The chat window is found at the bottom of the zoom screen. Your co-hosts can monitor the chat window for you. Let
your audience know at the beginning of your defense about the chat window. Here are chat instructions:
https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat

SHARING YOUR SCREEN
You can share your screen via the Share Screen function at the bottom of the video screen. Make sure to share the
correct screen as there will be multiple share options. Here instructions to share your screen:
https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen

USING ZOOM’S WHITEBOARD
You can share your screen via the Share Screen function at the bottom of the video screen. Here are instructions to use
the Whiteboard feature:
https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard

BREAKOUT ROOMS
Your PI will use this function for the committee discussion that doesn’t include you. Your PI will assign the committee to
a breakout room:

Click on the Breakout Room icon:
Select the number of breakout rooms. Select “manually” and assign participants to a room. Here are additional instructions:
https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms

IF YOU ARE CONCERNED ABOUT THE STABILITY OF YOUR HOME WIFI
If you are a Fred Hutch based student, you can contact Andrea Brocato (ajbrocat@fredhutch.org) to reserve a Fred Hutch conference room where you can connect to your Thesis Defense. You must have a Fred Hutch badge and been designated as essential personnel to qualify for this. We are researching similar opportunities for UW based students.