# Preliminaries

1. If you need any IT or AV assistance with your remote or hybrid (participants on site and remotely) public examination of doctoral dissertation, please make a service request to servicedesk@aalto.fi. To keep all information in one place on ITS side, it is recommended to make one service request per one public examination.
2. The custos and the doctoral candidate decide who will make the Zoom link. This person automatically gets host rights. At least the doctoral candidate, the custos, the opponent, the Zoom host (see section 3.) and technical IT support (see section 8.) should have host rights. Recommended Zoom meeting settings are listed at the end of this document.
3. Choose one person to be your Zoom host. The person in that role will follow remote participants, chat, etc. It is strongly recommended that this is a separate person and custos focuses on participants on site. In a remote public examination, there are 4 essential persons: the doctoral candidate, the custos, the opponent, and the Zoom host.
4. Decide the place where the public examination is going to occur.
   o The venue or space can be e.g. a lecture hall, a meeting room or can be handled fully remotely from home.
   o A good venue includes video and audio technology that is connected to the lecture hall desktop PC or can be connected to a laptop via USB.
   o If the space doesn't have the required technical equipment, you can find a mobile set for the public examination event from Otakaari 1. Ask more about this from the ITS AV-team.
   o It is recommended for remote participants to use headset. Laptop microphone sound quality is not optimal.
5. Which tool/software will you use if you need to visualize your respond to opponent's questions? (In lecture halls you can use blackboards with your video stream, if you make big enough notes)
6. Find out if there is a need for Zoom guidance and connection test for all participants before the public examination. Usually, at least the opponent joins remotely. This Zoom test can be done any time before the public examination.
7. The Zoom session is not recorded by default. If you need to record it, you need to get permission in advance from all participants who have cameras on mandatory (these are at least the doctoral candidate, the custos and the opponent). This is especially important if the recording is being used later, or if it is for example public shown.
8. IT tech support persons commonly function in the same venues, although several concurrent public examinations, or for example vacation arrangements may bring about changes. Due to this, the IT support person for the public examination is named on Monday of the that week, when ITS has ascertained the the public examinations and available support persons of that week.

Actions during the public examination

1. The custos is responsible for participants during the public examination. Custos should inform the participants to mute their microphones and close their webcams unless they have something to say at the end of the event.
2. Make sure Waiting Room is off. Latecomers will only disturb Zoom host
3. After you have started Zoom meeting (In Zoom one can't set these in advance), remove participant rights (Security icon) so that participants cannot:
   - Share Screen
   - Rename Themselves
   - Unmute Themselves
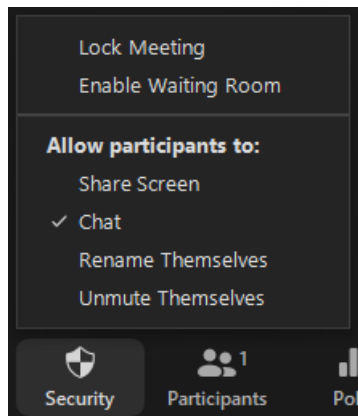
4. If the public examination is being recorded, this must be publicly disclosed to all participants, even though the recording icon is clearly visible.
5. During the public examination participants have chat option available. Using the chat they can e.g. inform of technical problems.
   - Use 'private chat' (same chat window, but message sent only to one person) for private discussions
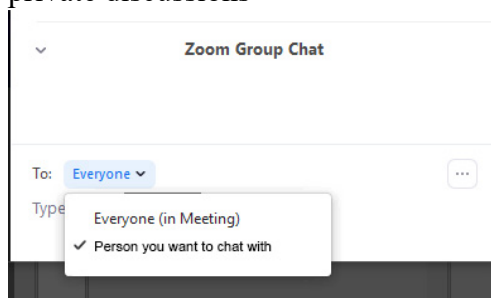
6. After the opponent's questions, participants can ask questions. The Zoom host will now allow participants to 'Unmute Themselves' (Security icon)

After the public examination

1. If you used the 'Sali' account, remember to move the recording of the event (if recorded) to a USB stick, removable device, etc.

Zoom meeting settings

- Topic: The public examination of doctoral dissertation of "NAME"
- Start: enter the start time here
- Duration: enter the duration of the public examination here (add some extra hours, just in case)
- Meeting ID: Generate Automatically
- Password: NO
- Video: Host ON, Participants OFF
- Audio: Telephone and Computer Audio YES
- Calendar: Use Outlook if you are using a Windows computer, choose "other Calendars" if you use software other than Outlook as mail/calendar

Zoom meeting Advanced Options

- Enable Waiting room: NO
- Enable join before host: YES
- Mute participants upon entry: YES
- Only Authenticated users can join: Sign In to Zoom: NO
- Automatically record meeting on the local computer: YES (if you want to record your defence)
- Alternative hosts: Fill in email addresses. All key personnel (Doctoral Candidate, Custos, Opponent, Zoom host, IT support, etc.) should have co-host rights