

# Announcement of Defense

*Must be submitted to GSO at least 2 weeks prior to defense date.*



<b>Name:</b>		<b>Degree:</b>	
		<b>Program:</b>	
<b>Title:</b>			
Defense Format	Defense Date	Defense Time	Time Zone
<input type="checkbox"/> In Person <input type="checkbox"/> Remote (Zoom) <input type="checkbox"/> Both			
<b>Location:</b> <i>(if applicable)</i> <i>Students are responsible for reserving the room.</i>			
<b>Zoom Meeting Link:</b> <i>(if applicable)</i>			
<b>Zoom Meeting ID:</b> <i>(if applicable)</i>		<b>Password:</b> <i>(if applicable)</i>	

**To be completed by Committee Members.**

*I have read the above thesis/dissertation, and I approve it as substantially complete and ready for the oral defense scheduled above. In addition, I confirm that I will be present for the defense on the date indicated on this form. Under special circumstances, a committee member may be excused from attending the defense, at the discretion of the Program Director.*

		<b>I will be present at the defense:</b>	
		<b>Yes</b>	<b>Not Available</b>
<b>Committee Chairperson Name</b>	<b>Approval (Email or Signature)</b>		
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Member Name</b>	<b>Approval (Email or Signature)</b>		
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Member Name</b>	<b>Approval (Email or Signature)</b>		
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Member Name</b>	<b>Approval (Email or Signature)</b>		
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Member Name</b>	<b>Approval (Email or Signature)</b>		
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Member Name</b>	<b>Approval (Email or Signature)</b>		
		<input type="checkbox"/>	<input type="checkbox"/>

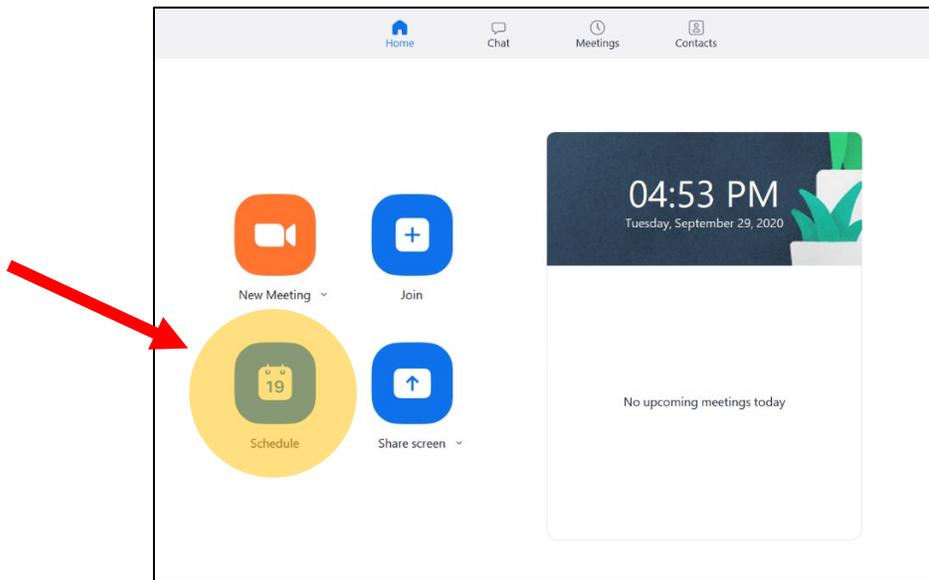
**To be completed by Program Director.**

Approval (Email or Signature) \_\_\_\_\_ Date \_\_\_\_\_

GSO Date Stamp Here

## How to Create a Zoom Meeting for Your Defense

1. Sign in using the Zoom desktop app using your CaneID and password (click *Sign in with SSO*).
  - Refer to this PDF if you need help activating your Zoom account with your UM credentials or downloading the desktop app:  
<https://www.it.miami.edu/assets/pdf/get-started-with-zoom-at-the-u.pdf>
2. Click the **Schedule** icon to open the "Schedule Meeting" window.
3. Enter the **Topic** name (*Your Full Name Defense*) and other meeting details (start date, time, duration, password), then select advanced options (waiting room, etc.).
4. Click **Schedule** to officially create the meeting.



**Schedule Meeting**

**Topic**  
[ENTER YOUR NAME] Defense

Start: Fri November 6, 2020 03:00 PM

Duration: 1 hour 30 minutes

Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 693 169 2210

**Password**  
 Require meeting password 399288

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio  
Dial in from United States and Italy [Edit](#)

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**Advanced Options**  
 Enable Waiting Room  
 Enable join before host  
 Mute participants upon entry  
 Only authenticated users can join: Sign in to Zoom  
 Automatically record meeting  
Alternative hosts:  
Example:john@company.com;peter@school.edu

**Schedule** **Cancel**

**Schedule Meeting**

Generate Automatically  Personal Meeting ID 693 169 2210

**Password**  
 Require meeting password 399288

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
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 Automatically record meeting  
Alternative hosts:  
Example:john@company.com;peter@school.edu

**Schedule** **Cancel**

## How to Find Zoom Meeting Information for the RSMAS Announcement of Defense Form

1. Click the **Meetings** icon
2. Select the meeting you created for your defense day.
3. Click on **Show Meeting Information** to view the web link, meeting ID, password etc.
4. Copy and paste this information to the designated areas on your *RSMAS Announcement of Defense Form*.

