

Announcement of Defense

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



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

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

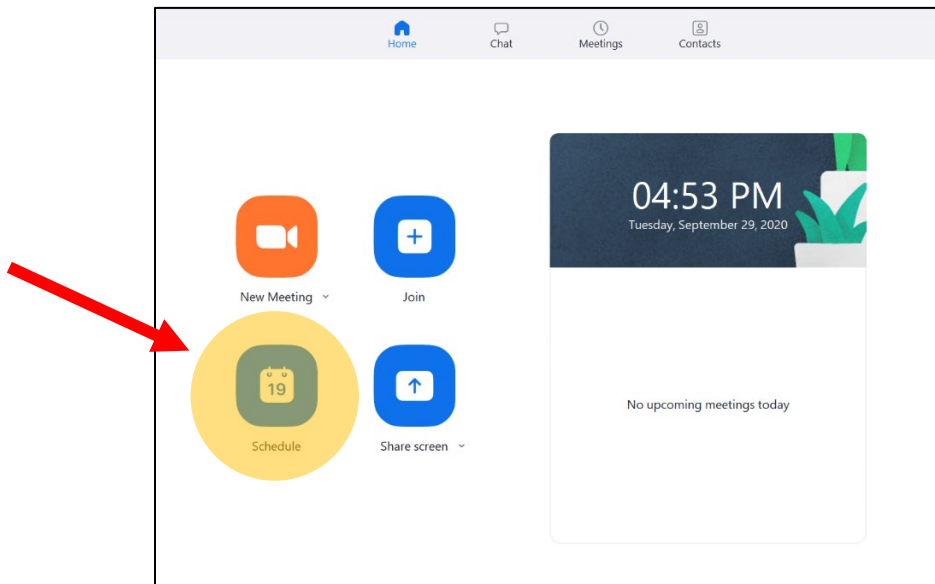
To be completed by Program Director.

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
 Telephone Computer Audio Telephone and Computer Audio
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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*.

