Recipients of the Zoom invite should accept the invite ASAP as confirmation of their participation.\*

**MPTP Zoom Dissertation Procedures**

1. The lab PI and student should schedule the ZOOM meeting. The faculty member (or lab admin) should be the co-host of the meeting so they also have the power to manage participants: mute participants who forget to mute themselves, or stop a participants video or remove a participant from the meeting.
2. IMPORTANT SETTINGS
   * 1. The general settings can be made to mute everyone upon entry by the person who schedules the meeting.
     2. Only allow host to share screen. Click the arrow next to Share Screen, and then Advanced Sharing Options. Under “Who can share?” choose “Only Host” and close the window. You can also lock the Screen Share by default for all your meetings in your web setting.
     3. Only allow signed-in users to join. From the Zoom web portal, navigate to Settings and enable "Only authenticated users can join meetings".
3. Departmental announcement & participation in Zoom Option

A) The Lab PI (or admin)/student who scheduled the ZOOM can email the link to the MPTP grad program coordinator (Shannon Granahan) for distribution to the MPTP students & P&C Bio faculty via email. This will contain a note NOT to distribute the Zoom link to others. Please note we will NOT be sending the link to the Dean’s office for regular distribution to the Graduate Medical school programs. The student will be responsible for sending the link to outside people such as family and friends.

B) Lab PI (or admin)/student can send out a general announcement via SOM and Shannon requesting people reply to a designated individual (Lab PI or admin) in order to be emailed a private invitation link to attend.

1. When it is time for the committee questions, the Dissertation Chair can ask all other people to leave the zoom meeting and this will be clear from the participant windows left available.
2. When the committee is ready to discuss privately, the student is asked to leave the meeting. After the committee is done talking and ready to let the student know if they passed or not, the Dissertation Chair can just email or text the student to join the meeting again. They can just follow the original link to rejoin.
3. Recording the Dissertation component can be a great resource as well as fun for the Ph.D. student and the lab. This can be done in the meeting settings. By default, only the host can initiate recording in Zoom. If another participant would like to record, the host will need to provide permission to that participant during the meeting.

**ADVICE FOR THE MEETING**

Participants should

* Access the Zoom video-conferencing service through your Pitt credentials at

https://pitt.zoom.us/

When ready to begin, the host should

* **Lock the meeting**  
  When you lock a Zoom meeting, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.
* Point out to participants the Chat feature before you begin and invite questions from the audience through the Chat.
* Recommend participants should have their video on for the beginning and for the

questions.

* The tile view rather than the speaker view is encouraged as it feels more like being in a room full of people. But for the talk itself, you may want to invite everyone except the committee to turn off their video so that Zoom will only display the committee’s faces. That way, when the candidate shares their screen and does the presentation, they can keep an eye on the committee

**AFTERWARDS**

New PhDs - This may not be how you envisioned the conclusion of years’ work happening, but that doesn't change that it's a huge accomplishment. Celebrate in whatever (publicly responsible) way you can. Have a video-based lab celebration Party!