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
❑ In Person ❑ Remote (Zoom) ❑ Both			

Location: *(if applicable)*
Students are responsible for reserving the room.

Zoom Meeting Link: *(if applicable)*

Zoom Meeting ID: *(if applicable)* | **Password:** *(if applicable)*

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)**	☐	☐
Committee Member Name / **Approval (Email or Signature)**	☐	☐
Committee Member Name / **Approval (Email or Signature)**	☐	☐
Committee Member Name / **Approval (Email or Signature)**	☐	☐
Committee Member Name / **Approval (Email or Signature)**	☐	☐
Committee Member Name / **Approval (Email or Signature)**	☐	☐

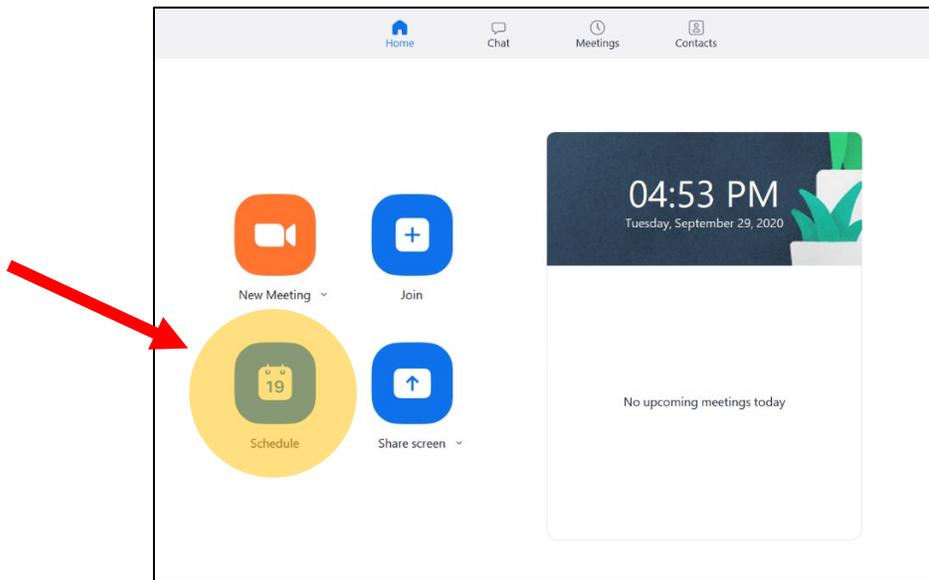## To be completed by Program Director.

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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.

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*.