Final Defense & Zoom Security

When a defense is scheduled using Zoom, the meeting information must be included with the "**Request to Proceed with Final Defense Form**." COGS requires that the Request to Proceed form be submitted 10 days in advance of a dissertation defense and minimum of one day in advance of a thesis defense.

As the final defense is a public meeting, you need to provide COGS with a link to your Zoom meeting. **Please read this entire document** as there is important information about ensuring your Zoom meeting is secure.

Example of Zoom information to include with the Request to Proceed form:

> Topic: Joe Vandal's final defense
> Time: Mar 13, 2020 02:00 PM Pacific Time (US and Canada)
>
> Join Zoom Meeting
> https://uidaho.zoom.us/j/123456789
>
> Meeting ID: 123 456 789
>
> One tap mobile
> +16699006833,,123456789# US (San Jose)
> +16468769923,,123456789# US (New York)
>
> Dial by your location
>   +1 669 900 6833 US (San Jose)
>   +1 646 876 9923 US (New York)
>
> Find your local number: https://uidaho.zoom.us/u/abRUaviyRT
> <https://uidaho.zoom.us/u/abRUaviyRT>

The above information is provided when you schedule a Zoom meeting and can be copied and pasted in an email to committee members and COGS. COGS will publish the date and time of your defense, and that the defense is available via Zoom by request to cogs@uidaho.edu or 208-885-2647.

Zoom Security: Please review the following considerations that should be taken when scheduling your Zoom meeting to ensure that unwanted individuals do not gain access to meetings.

Avoid posting your zoom link publicly. Keep in mind that when a Zoom meeting link is shared anywhere public, this gives anyone with the link access to join your meeting. If a member of the general public wishes to join the defense they can contact COGS for access.

Never use your Personal Meeting ID (PMI) to host public events. Anyone with your PMI could gain access to your future Zoom meetings. When creating your Zoom meeting, leave the box unchecked for using your PMI to create the meeting. Learn how to create a Zoom meeting here.

Manage your attendees. Learn how to mute attendee mics, put participants on hold, disable video, disallow file transfer, turn off the private chat, and remove people from your meeting here.

Lock the meeting. Once your meeting has begun, you can click on the Participants tab, and select the Lock Meeting option. This will close the meeting to any unwanted late arrivals.

Use the Waiting Room. You can keep participants from joining your meeting until you are ready, by using the waiting room feature in Zoom. Learn how to use this feature here.

For more tips, view this article from ITS.