

## **How to use Google Meet during the PhD Thesis Defense and Public debate**

- open the link given in the invitation letter (click on the link)
- sign into your Google account (you must have a Google (gmail) account to be able to use the Google meet)
- your connection will then be accepted by the creator of the link, so you can participate in the PhD thesis defense and public debate

### **Settings:**

- In the pop - up menu at the bottom of the screen (which only appears when you move mouse) you can turn the microphone and camera on and off during a call, the red phone in the middle is to leave the conversation
- In the hamburger menu at the end of the menu bar (three dots) you can change the look of the screen, you can set the layout that suits you the best in the Settings, you can change your camera and microphone settings. If you have more than one microphone, camera, speaker connected to your computer, then you can select here which one you want to use

### **Presentation (PhD candidate only):**

- By clicking on Present now, you can share your own screen. Here you have two options: sharing the entire screen or just a window
- To finish sharing you have to click the Stop Sharing button at the bottom of the screen.

### **Participants, audience, comments:**

- In the upper right corner, the People icon can be used to show the participants of the conversation, and to add more (with email address)
- From this window you can also click to Chat button, where you can write messages. All the participants will receive the written messages.

### **Protocol:**

- Protocol of the PhD Thesis Defense and Public debate will be prepared by the secretary. It is strictly forbidden to make video, audio recordings!

During the PhD Thesis Defense and Public debate, turn off your microphone, and turn it on only when you want to talk. Only one person should speak at a time.

Only the Chairman may give the right to any comments or questions. In case you would like to make a comment, please indicate it in the chat window.

Please turn off the phones, other gadgets and background noises.

Attendance sheet: please when you join the online PhD Thesis Defense and Public debate in the chat window give your full name, status, academic degree (if any). We also ask the committee members, the supervisor and the candidate to do the same. The attendance sheet of the PhD Thesis Defense and Public debate is an important element of the documentation.

After the discussion:

- after the discussion the members of the committee will retreat to make the decision. Please stay logged in, the committee will come back and announce the result of the defense.

In case of any technical issues or problems that arise during the PhD Thesis Defense and Public debate please send your questions to [szeeds@sze.hu](mailto:szeeds@sze.hu) and we will try to to reply ASAP.