Videoconferencing walkthrough for on-campus public doctoral defenses – corona measures (10/06-07/09/2020)

Until 7 September 2020, as a part of Ghent University’s measures to slow the spread of corona virus, on-campus public PhD defences will only be allowed in the following locations:

1. Ceremoniezaal Aula, Campus Aula (max. capacity under corona measures: 36 people)
2. Zaal Vermeylen, Het Pand (max. capacity under corona measures: 27 people)
3. Refter, Het Pand (max. capacity under corona measures: 49 people)

Promotor(s) and members of the Examination Board who can't be present, may participate via videoconferencing. In order to facilitate those videoconferences, each of these rooms has been equipped with a Logitech ConferenceCam “Connect” (pictured below).

The following is a step-by-step description of how to use this device for a videoconference in the context of an on-campus public defence under the current corona measures. If you require a videoconference for an public defence, make sure you arrive well in time so you can resolve any technical difficulties before the defence is due to start. A technician will be present to help you set up.

Note: We make a distinction between videoconferencing (a conversation between the candidate and those members of the Examination Committee who cannot be physically present) and livestreaming (broadcasting the entire defense). While videoconferencing is possible from the three rooms which have been set aside for on campus public defences, livestreaming is not.
Procedure

1. Schedule a meeting for the date and time of the public defence in your preferred videoconference software (Starleaf, MS Teams,...). Send the invitation link to those members of the examination committee who will not be able to physically attend the on-campus public defense. You may do this weeks in advance of the actual defence date.

2. At the date/time scheduled for the public defence, and from one of three rooms mentioned above, open the videoconference software you used to schedule the meeting from step 1, and join the meeting. You can do this using either the available desktop PC, or, if you have one, your personal laptop. Whichever computer you use, make sure to connect it to the overhead projector.
   (Note: Instructions on how to use the overhead projectors can be found in each of these rooms. A technician will be on hand to assist you if necessary.)

3. Connect the ConferenceCam’s power cable to the power supply.

4. Connect the ConferenceCam’s USB-cable to the computer you will be using for the videoconference.

5. Turn on the ConferenceCam (switch is located on top of the device).

6. Using the remote control (front of the device), adjust the lens so the candidate is clearly visible.

7. If necessary, adjust the computer’s audio and video settings so the conferenceCam is providing the input.

8. If necessary, adjust the audio and video settings in the videoconferencing software:
   - StarLeaf: Go to “preferences” and set all audio and video settings to “Connect” (i.e. the conferenceCam).
• MS Teams: Once the videoconference has started, select the triple-dot symbol (…) at the bottom of the call screen. Select “Device settings” in the menu that appears. Change the audio and video settings to “Connect” (i.e. the conferenceCam).

9. Once the members of the Examination Committee who cannot be physically present have joined the meeting, confirm that the candidate can see and hear them, and they can see/hear the candidate. Once this has been confirmed, you are ready to start the defence.

10. When it is time for the deliberation, there are two options:
   A. The members of the Examination Committee withdraw to a physical deliberation room that conforms to the safety guidelines for meeting rooms as outlined in Ghent University’s "Return to work safely" document, and that you have booked in advance through Centauro.
   B. If no suitable physical deliberation room was available for booking, the candidate and the audience will leave the examination room, and the Examination committee will deliberate in situ.
   Note: make sure that the deliberation is not recorded or livestreamed, and that the only people on the call are members of the Examination Committee.

11. Once the defence is over, disconnect and power down the Logitech ConferenceCam “Connect,” power down the overhead projector, and turn off the desktop pc (if you used it). Return everything to its original state.