



# Zoom

## Thesis Defence Guidelines

May 2020

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# Defending a Thesis by Videoconference

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Given the suspension of face-to-face activities at UQAC due to the health crisis, thesis defences can be held at a distance by means of videoconferencing with the Zoom tool. Video conferencing allows multiple participants in different locations to communicate in real time through cameras, microphones and screens.

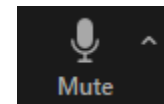
Although it may seem somewhat intimidating at first, this technology is easy to learn. A few simple rules to follow make it easier to learn and we have gathered them in this document. Please note that a designated person will be responsible for the technical coordination and the smooth running of your defence with Zoom. In addition, rest assured that resource people will be available to guide you in the appropriation of the mode.

Inside this document, you will find information on the technical aspect of using Zoom to realize a thesis defence. In addition, you will find some suggestions for the preparation of a PowerPoint-type presentation document, if necessary, as well as optimal conditions for presenting in a videoconference.

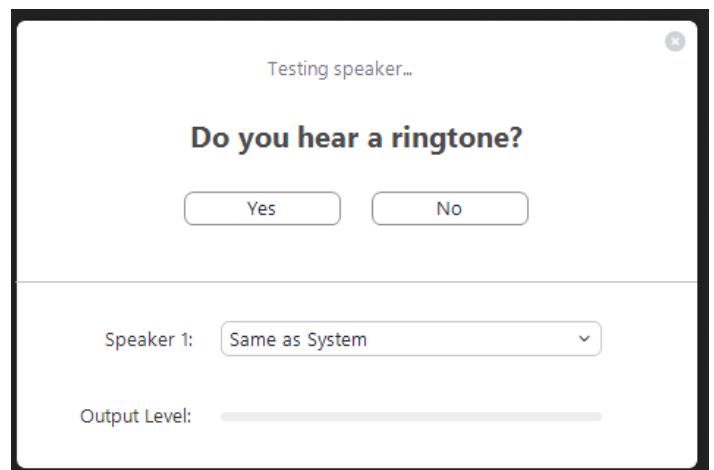
## Some preliminary tests

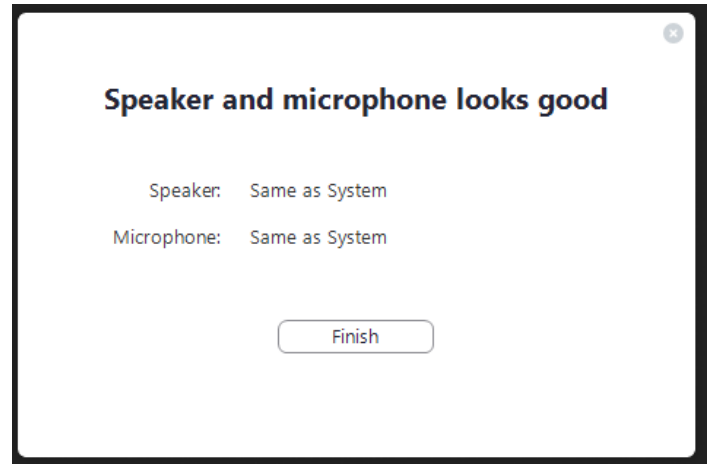
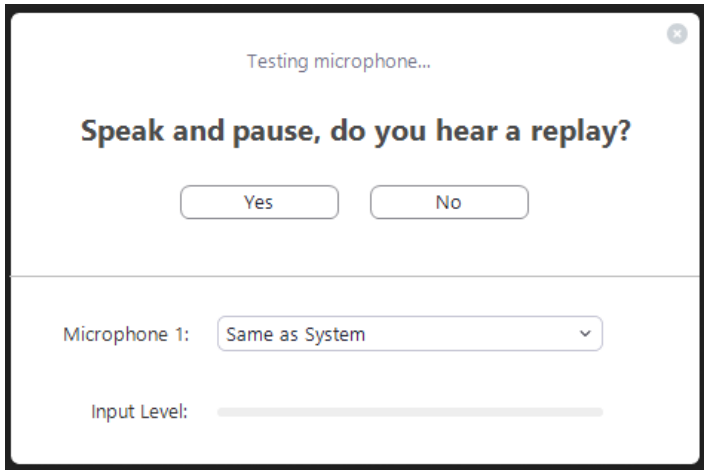
### Testing the microphone

It is important to test your microphone before the start of each videoconference. Zoom provides an easy test to verify if the correct device is selected. To test the microphone, click on the arrow next to the icon.



Check that the headset is correctly selected in the drop-down list.

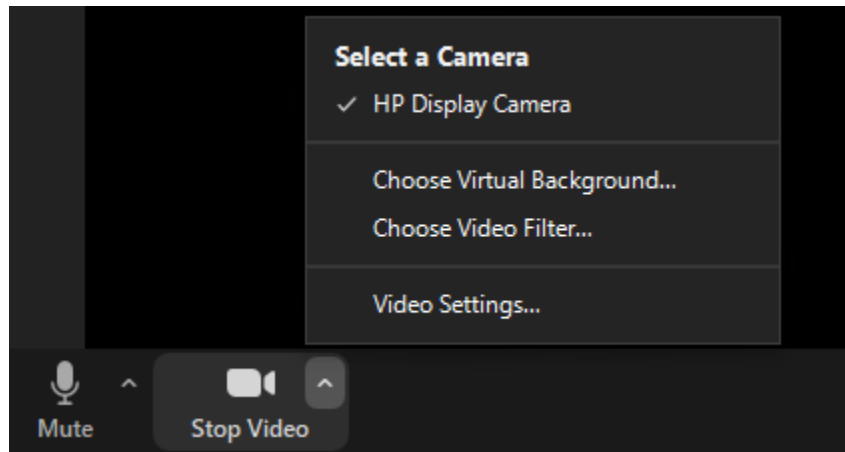




## Configuring the camera

The camera should normally be detected by Zoom if it is plugged in.

If this is not the case, click on the arrow next to the **Start video** icon and check that the webcam used for Zoom videoconferences is selected.



# Zoom Interface Overview

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## The icons

Several icons are displayed at the bottom of the screen. In this section, however, we will explain those that may be useful to you during your presentation, namely icons 1, 2, 4 and 6.



**2. Video icon:** to set it Active or Inactive

The small arrow next to the video icon: the options

**4. Participants icon:** to see which other participants are present in the meeting

- See the [Chat with Participants](#) section for more details on this option.

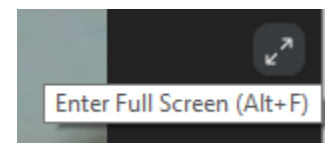
**6. Screen Share icon:**

- See the [Screen Sharing](#) section for more details on this option.

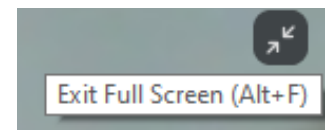
## Display modes

The display mode used during the meeting has no impact on that of the other participants. However, we suggest the “speaker” display mode.

**Full Screen mode:** switch to this mode by clicking on the icon at the top right of the screen.

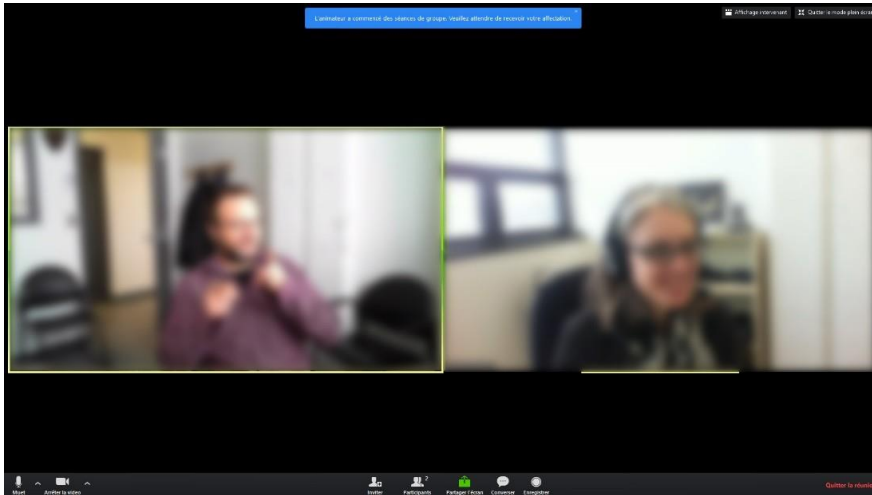


**Exit Full Screen mode:** this option is in the same place.

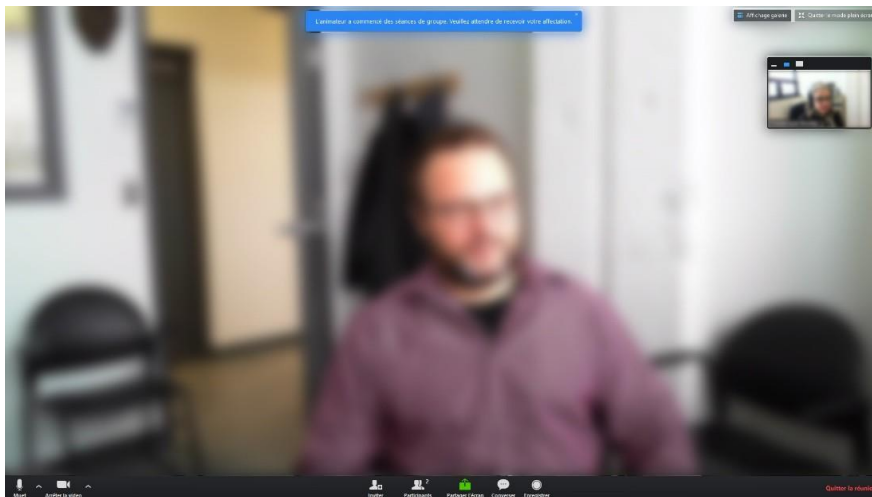


There are two camera display options:

- The **Gallery** display, which allows you to see all the participants at the same time (up to 25), in windows of the same size next to each other, in the same screen.
- The **Speaker** display, which shows in priority the last person who spoke, or is currently speaking.



Gallery display.



Speaker display.

## Screen Sharing

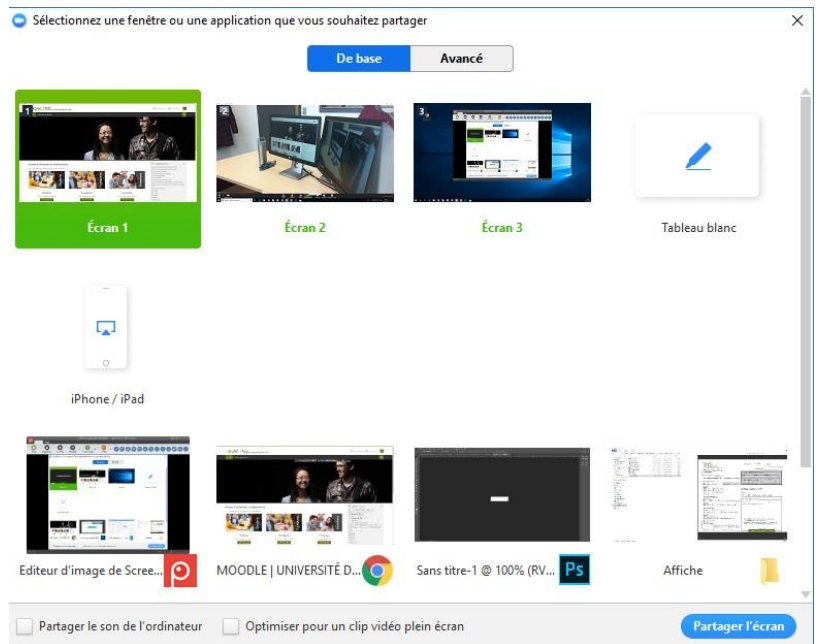
This option will be useful if you want to share a document (slide show, PDF, etc.) to support your presentation. You will be able to present and comment on a document while remaining visible to your listeners. Here is the procedure:

## Identifying the screen

Click on **Screen sharing**: a window will appear showing which screens are available for sharing and what they contain.

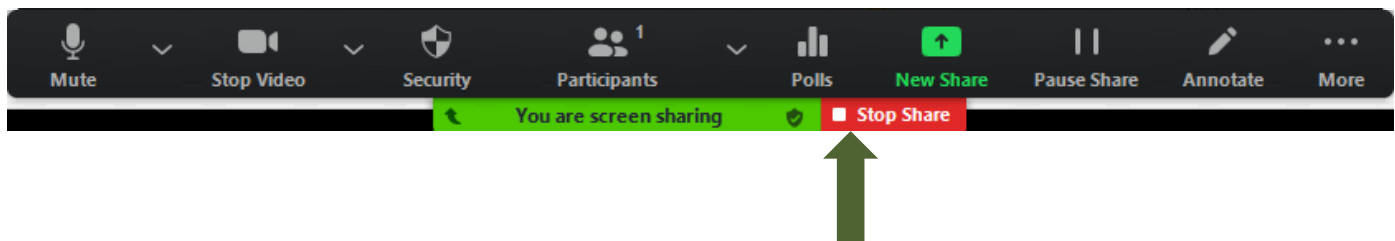
(A number will also appear at the top left of each screen, identifying them.)

Click on the desired screen.



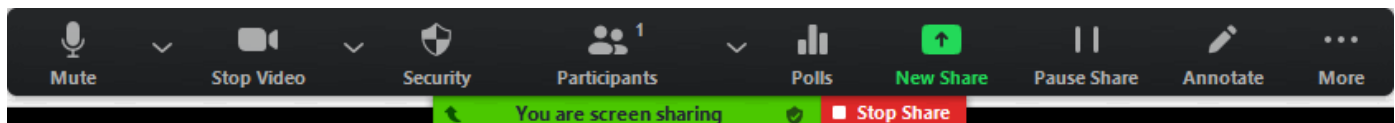
## Stopping screen sharing

Screen sharing can be stopped at any time. Click on the Stop button in the menu bar at the top of the shared screen.

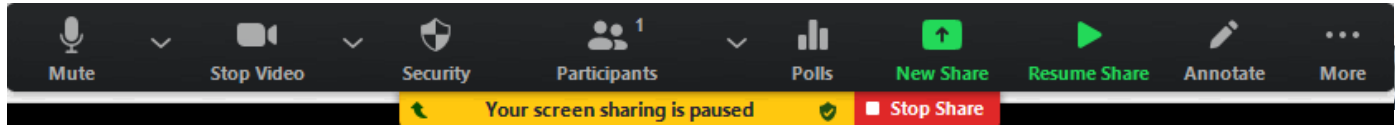


## Pausing screen sharing

During the same meeting, it is faster to pause screen sharing than to close it and restart it. You can pause sharing by clicking on the **Pause** icon.

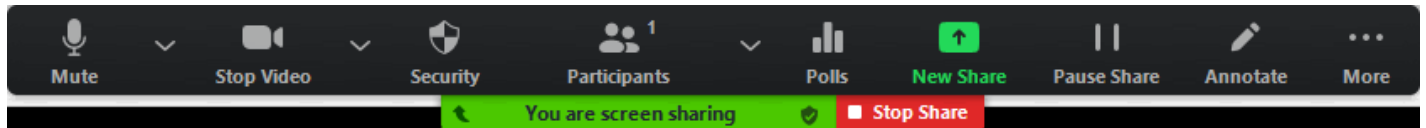


Resume Sharing:



## Adding annotations

Annotation options are useful for writing, circling, and emphasizing what is being presented on the shared screen.





# Preparing the Material to Be Presented

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## Ensuring on-screen PowerPoint readability

PowerPoint is an excellent tool for presenting information on the screen during a videoconference. Here are a few rules to follow in order to maximize readability:

### Best Practices:

- Use a simple, easy-to-read sans serif font, such as *Gill Sans*, *Calibri*, *Arial*, *Verdana* or *Helvetica*.
- Size: 32 or 36 points for texts (do not go below these sizes).
- Do not put too much text per page: twenty words per slide are sufficient, as is a maximum of 6 lines of text per slide.
- Illustrate one idea per slide: the idea is to lighten the text and improve readability on the screen.
- When a bullet list is used, make the bullets appear one after the other so that they are not all read at the same time.
- Pay particular attention to the bottom of the slide: prefer plain backgrounds and a
- contrasting font colour:
  - Dark text on a plain pale background (to be preferred: generates less visual fatigue).
  - Pale text on a solid dark background.

### Avoid:

- Transition effects between slides.
- Too many images or graphics, which could tire listeners.
- Too many different colours in the texts.
- Thin or serif fonts (difficult to read on a screen).
- Lack of contrast between the texts and the background.

# Presenting a Videoconference

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## How to speak

- Speak normally: neither too fast nor too slowly, but make sure to articulate well. No need to raise your voice. (If your pitch is too high, your listeners might have a tendency to turn the volume down and might miss certain points in your speech.)
- Watch out for ambient noises like the sound of a pen or paper, hissing, coughing, etc.
- Use your microphone to mute if you sneeze, cough or blow your nose.

## How to dress

- Obviously, you must make sure to respect the decorum surrounding a thesis defence.
- Avoid patterned clothing that could create a strobe effect on the screen (such as small contrasting stripes or polka dots) and intricate patterns that could be unnecessarily distracting. Avoid wearing red, black and white: the visual effect of these colours may vary depending on the screen in which your image will be displayed. Whites and reds may appear too bright and distracting, while black may make you disappear against a dark or poorly lit background.
- For accessories, choose them discreet and not distracting. It is recommended that you remove any accessories or bracelets that might collide with your movements and distract your listeners.

## How to prepare the room when presenting from home or elsewhere

- **Location:** choose a quiet and isolated place. Make sure that you will not be disturbed during your defence by surprise interventions (noise or other people). Switch off your technological devices.
- **Lighting:** avoid having a light source behind you, as there is a risk of appearing very dark on the screen: it is better to have a back wall rather than a window. In front of a window, close the blinds to reduce exterior light. The light source must be in front of you. If the thesis defence is performed from your workstation, the light source could be behind your screen.
- **Camera:** Take a moment to correctly frame your face on the screen. Avoid making a close-up of your face; frame the image so that you can see your upper body and part of the background, much like the framing of newsreaders. At your workstation, position the webcam at eye level, at the top of the screen that you will be watching most often during your conference.
- **Microphone:** it must be well fixed and not rub against your clothes or your accessories, which would cause parasitic noises with each of your movements. Check the sound quality before the defence, whether you are using a necktie microphone, a microphone built into your headset or any other device.

**Background:** a point not to be overlooked is the wall behind you. UQAC provides the candidates with UQAC-colour decorative banners to enhance the visual aspect of the presentation. Do not hesitate to borrow them. If you are not

using banners, choose your location wisely: avoid having a wardrobe, an unfinished room, etc., as a background. The background and the objects present will reveal a lot about you. Make sure that the background will not distract your listeners.

## References

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Service de soutien pédagogique et technologique/SSPT. (2011) *Guide à l'intention des utilisateurs de la visioconférence*.

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