Public PhD defence using Teams

How to view a public defence using Microsoft Teams, as a guest who has received a web link?

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Logging in to Teams

On your computer, open the link you have received, by clicking it or copying it into a web browser; you will see this page, presenting three possible options. If you do not have a Teams account, we strongly recommend using option 3, which is quicker and easier.

Option 1 – You wish to download Teams
click Download the Windows app.

Then, follow the installation process and create a Microsoft Teams account.

Option 2 – You already have Teams installed, click Launch it now.

Teams will launch. If you are not already signed in, enter your username and password. You will then be redirected to the videoconference.

Option 3 – You do not wish to install Teams, click “Watch on the web instead”.

Then, click the small link labelled “Join anonymously” under the Sign in button.
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The PhD defence

Things to keep in mind:

• Once you are connected to the event, a message stating “The live event has not yet started” may appear on the screen. You are in the right place, simply wait for the defence to begin. Your screen should look like the image to the right.

• PhD defences are conducted live, but please note there is a ±30 second delay between the participants (PhD candidate, supervisor, jury members) and guests.

• You can hear and see the defence, but the participants cannot see or hear you.

• At a certain point during the defence, the chair of jury will invite you to ask questions to the PhD candidate. You will then be able to write questions using the Questions & Answers feature available in the presentation window. Remember to allow for a ±30 second delay before the attendees see your question.

• The defence deliberation. At the end of the defence, the jury members will leave the live event and deliberate in private. The PhD candidate will stay connected during the deliberation, giving you the opportunity for an informal discussion with them. The jury members will then join the event to announce the results of their deliberation.

• You may also view the defence on your smartphone, provided you have downloaded the Teams app.
Questions & Answers

At a certain point during the defence, the chair of jury will invite you to ask questions to the PhD candidate. We kindly ask that you wait until then before asking questions.

Reminder: there is a ±30 second delay between the live defence attendees (PhD candidate and jury) and guest viewers. Please be patient and allow time for the attendees to see your question and answer it.

To access the Questions & Answers feature, click the “speech bubbles with a question mark” icon. This will open a new tab. The tab may be open already by default.

In order to ask a question, click “Ask a question”. A text field will open, in which you can write your question.
# Public PhD defence using Teams

## List of features by type of attendee

As a member of the public, your user type is Guest.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Producer</th>
<th>Presenter</th>
<th>Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start and stop the event</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Manage the event's feeds (content/camera)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Select display type</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Manage and moderate Q&amp;A</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Create notes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Take part in the chat</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Activate and mute microphones</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Speak</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Listen</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Watch</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Ask written questions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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Screen display according to your user status

**Producer**
PhD candidate, supervisor, chair of jury

**Presenter**
Jury members

**Guest**
Family, friends, teachers, etc.

You should have a screen similar to this one.

*With the exception of the content, which is the home page of the ULB website.*
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Leaving the PhD defence

When the PhD defence is over, once the jury has announced its decision, you may leave the event by clicking "Leave" in the top right. If you accidentally leave the defence during the presentation, you can return by clicking the same link you used to join in the first place.

In order to leave the event, you must click the "Leave" button. A dialog box will open, asking you to confirm your choice.

You may also wait until the event has ended. In this case, a message will be displayed stating "The live event has ended".