Session host guidance

The **session host** is the person who is in charge of
- naming the session,
- naming the speakers,
- reminding attendees of the rules of engagement,
- managing participants' engagement including Q&As, and
- timekeeping.

This guidance for session hosts supports the success of their contribution to C2021. There is [separate guidance for other roles](#); please refer to this webpage for details.

Session hosts will voluntarily self-identify to be a host at one or more sessions through an [online registration process](#).

All hosts must be registered for the conference. Individuals who are not registered will not get a chance to attend the conference or be a host. **Register at https://c2021.evaluationcanada.ca/registration**!

If, for any reason, you cannot join us at the conference and host a session for which you have signed up, please let us know at c2021speakers@evaluationcanada.ca so that we can see if we can find an alternative host.

C2021 will host a webinar on April 28 to present the session rules of engagement and offer tips for successful hosting.

Step-by-step guide

Before the session starts:

❏ Check the time and type of session (paper, panel, Ignite presentation, thematic hangout) you are hosting in the Speakers' portal.
❏ Have the information handy on the session number, the session title, the speaker(s) and the timing allotted to the session.
❏ The meeting link will have been sent to you by email and will also be available through the Speakers' portal.
❏ Join the session using your link 15 minutes in advance to connect with the administrator and the presenter(s), to make sure your equipment is in working order, and to get acquainted with the setup.
❏ The session administrator will already be online.
❏ Ask the administrator to turn on closed captioning if your session is in English.
❏ As presenters connect, you will greet them and confirm;
   ❏ the order of presentation (if applicable)
   ❏ the fact that speakers are responsible for sharing their screens if they so desire
   ❏ if questions should be posed after each speaker or at the end of all talks (if applicable)
   ❏ the duration of the talk

❏ presentations: 15-20 min. + 10-15 min. for Q&A
❏ Ignite: 5 min.
❏ panels and expert tutorials: 45-50 min. + 10-15 min. for Q&A
❏ thematic hangouts: 55 min.
❏ The administrator will make you host of the Zoom session.

During the session:

You can use the following as checklists. The instructions below are tailored for the type of presentation you are hosting and include:
- live presentations (other than thematic hangouts)
- recorded presentations
- thematic hangouts

LIVE PRESENTATIONS (other than thematic hangouts)

❏ Please start the session on time.
❏ Welcome the attendees and state the session number and title.
❏ Introduce yourself: your name, pronouns and organization.
❏ Remind attendees of the rules of engagement.
  C2021 is committed to creating a virtual space that is safe and welcoming, and which values the diverse perspectives and experiences of all attendees. All virtual conference delegates are expected to uphold CES' values of equity, diversity and inclusion through their online engagements and abide by the C2021 Virtual Code of Conduct which promotes a discrimination- and harassment-free space.
❏ Instruct attendees to use the **Zoom Q&A** tab to send questions to speakers and the **PheedLoop chat** for exchanges among attendees.
❏ Introduce the speakers by name and institution.
❏ Give the floor to the speakers. In the case of Ignite presentations, ensure that each presentation does not go over 5 minutes and move on to the next speaker.
❏ Keep an eye on the Q&A in Zoom and select a few questions for the speakers, respecting the duration of the session. Feel free to include questions of your own.
❏ Two minutes before the end of the session, let the speaker and attendees know there is two minutes left and manage the time left to ensure the session ends on time.
❏ Thank the speaker(s) and participants.

RECORDED PRESENTATIONS

❏ The recording will start in PheedLoop automatically or via an administrator.
❏ While the recording is playing, attendees are in PheedLoop (not in Zoom yet). Keep a PheedLoop window open in your browser at the session page so you can toggle back and forth to see what attendees see and to get ready for the attendees to join the Zoom session when the recording has finished playing.
❏ Greet attendees and introduce yourself: name, pronouns and organization
❏ introduce the speaker, and let attendees know that the speaker(s) is available for questions.
❏ Direct attendees to ask their questions using the **Zoom Q&A** tab.
❏ Remind attendees of the rules of engagement:
  C2021 is committed to creating a virtual space that is safe and welcoming, and which values the diverse perspectives and experiences of all attendees. All virtual conference delegates are expected to uphold CES' values of equity, diversity and inclusion through their online engagements and abide by the C2021 Virtual Code of Conduct which promotes a discrimination- and harassment-free space.
❏ Select questions to ask speakers, respecting the duration of the session. Feel free to include questions of your own.
❏ Two minutes before the end of the session, let the speaker and attendees know there is two minutes left and manage the time left to ensure the session ends on time
❏ Thank the speaker(s) and participants.

THEMATIC HANGOUTS

❏ Please start the session on time.
❏ Welcome the attendees and state the session number and title.
❏ Introduce yourself: your name, pronouns and organization.
❏ Remind attendees of the rules of engagement.
  C2021 is committed to creating a virtual space that is safe and welcoming, and which values the diverse perspectives and experiences of all attendees. All virtual conference delegates are expected to uphold CES' values of equity, diversity and inclusion through their online engagements and abide by the C2021 Virtual Code of Conduct which promotes a discrimination- and harassment-free space.
❏ Introduce the Thematic Hangout speaker and turn over the session to them.
❏ Inform attendees that 5 minutes are left before the next event and paste in the Zoom chat the end-of-session survey link given to you by C2021 organizers.
❏ Let participants know that clicking the survey link will take them to the questionnaire in a new browser window and that once they are done with the survey, they should navigate back to the PheedLoop browser window.
❏ Thank the speaker(s) and participants.