



Thematic hangout host guidance

This guidance for hosts of thematic hangouts supports the successful delivery of your event at C2021. There is [separate guidance for other roles](#); please refer to this webpage for details.

General instructions

1. **Register at <https://c2021.evaluationcanada.ca/registration>!** All presenters must register for the conference. Individuals who are not registered will not get a chance to attend or present or host a TH.
2. If, for any reason, you cannot join us for the conference, please let us know as soon as possible at c2021speakers@evaluationcanada.ca so that we can amend the program.
3. All thematic hangouts take place on Monday May 10 from 3:15pm Eastern to 4:15pm Eastern.
4. You should not use slides; thematic hangouts are for discussions.
5. Log into your session 15 minutes in advance to connect with the session administrator to make sure your equipment is in working order, and to get acquainted with the setup.

Step-by-step guide

Set up your session in PheedLoop:

You may elect to upload your bio and description of your conversation to your session page via the speaker portal. Access to the speaker portal uses a special link you will have received in your email. If applicable, this will allow you to make your personalized session information available to every delegate who is interested in attending without having to resort to emails.

On May 10:

1. Fifteen minutes before the session start time, connect to your Zoom session initiated by an administrator using the link received from C2021 in an email and in your speaker portal.
2. The session is recorded; the recording is started by the administrator.
3. This will be your Zoom Meeting (as opposed to a Zoom Webinar); participants' microphone and cameras will be on by default.
4. The administrator will make you the Zoom host so that you can control the interactions within your session.
5. In particular, you will keep an eye on the number of participants and you may elect to "lock" the meeting to additional attendees when you reach between 10-15 participants. It is difficult to have a meaningful conversation if you have too many people. It is easy to "lock" a meeting; to do so:
 - Go to the participant list
 - Click "..."
 - Click "Lock Meeting"
6. You, as a session host, are in charge of introducing your session and managing the flow of the discussion.



7. You may want to use a few minutes to introduce the topic and array possible areas of discussion; be brief: the point is to discuss and exchange.
8. Real-time discussion ensues.
9. Close to the end of the session, you will share a pre-assigned link to a very short 2-3 minutes end-of session survey that you will copy into the Zoom chat function, share with all participants, and ask them to complete before leaving the session.