



Networking Lounge host guidance

This guidance provides instructions and tips for Networking Lounge hosts 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 hosts must be registered for the conference.
2. Networking Hosts are not asked to prepare anything in advance, but are expected to help the conversation flow. The Networking Lounges should allow attendees to get acquainted through informal discussions.
3. If possible, join your lounge a few minutes in advance.

Step-by-step guide

Join your Networking Lounge on Pheedloop

- Log into the Pheedloop Event Portal using your attendee credentials.
- On the banner on the left, click "Networking".
- Select the "Lounges" Tab.
- Find your assigned Networking Lounge and click on it to join the video call. Attendees will be able to join the group in the same way and can come and go as they please.
- A maximum of 25 attendees can be in a networking lounge at the same time.
- At the end of the 30-minute networking break, you are free to bring the discussion to a close and simply leave the group. If attendees want to remain on the call and continue the conversation, they are free to do so.

Some tips for Networking Lounge Hosts

- Start the session on time (or close to it!) and introduce yourself, with the option of sharing your pronouns and / or adding a virtual land acknowledgement.
- You are there to get things going and to "pick up the ball" when there is a gap in the conversation. Keep it light. You are there as the congenial host, happy when you don't have to do anything but enjoy the repartee.
- Attendees are free to intervene spontaneously, but you may have to help facilitate the discussion if several participants want to speak at once.
- Be mindful that people may hop in and out of the Lounge as they wish - this means that new people may join at different points in the conversation.
- To get things going or if the discussion loses momentum, you may want to have a few questions ready. Since our networking sessions usually have a theme, you can ask questions such as: What do you find most interesting about X? What do you think the main



issues are today in X? Etc. For non-thematic “just hanging out” sessions, asking attendees about their conference experience so far would be a good ice breaker.

- You can let the conversation flow. Do not feel the need to intervene and re-establish a particular topic, unless the digression appears to only involve a few people. In short, as the host, your job is to structure the conversation so it doesn't become dominated by a loquacious attendee or go down a rabbit hole.
- Depending on the number of participants, you can encourage attendees to use the chat to introduce themselves or interact. You should be prepared to manage questions and requests appearing in the chat area.
- Ensure that participants are abiding by the C2021 virtual [Code of Conduct](#). Should you or a participant have a concern about the Code of Conduct being respected during the session, you have the choice of trying to address the concern in the session should you feel able to do so and / or following up after the session with the C2021 Code of Conduct Lead via email at C2021coc@evaluationcanada.ca. Guidance on Bystander Interventions is being developed and will be communicated prior to the conference.
- At the end of the networking break, encourage attendees to find one another on the conference platform and let them know they are always free to create Networking Lounges of their own during the conference.