



# Reflective Session Host guidance

This guidance provides instructions and tips for Reflective Session Hosts and Co-hosts at C2021. There is [separate guidance for other roles](#); please refer to this webpage for details.

The Reflective Sessions are a new addition to the CES conference program. They are intended to provide an opportunity for participants to build their [CES Reflective Practice Competency Domain](#) which focuses on “the evaluator’s knowledge of evaluation theory and practice; application of evaluation standards, guidelines, and ethics; and awareness of self, including reflection on one’s practice and the need for continuous learning and professional growth.”

## General instructions

1. **Register at <https://c2021.evaluationcanada.ca/registration>!** All hosts must be registered for the conference.
2. If, for any reason, you cannot join us for the conference, please notify Jennifer Birch-Jones, C2021 Co-chair, as soon as possible at [jb-jconsulting@magma.ca](mailto:jb-jconsulting@magma.ca).
3. Reflective Session Hosts are not asked to prepare anything in advance, but are expected to help the conversation flow. The reflective sessions should allow attendees to express views and hear those of others.

## Step-by-step guide

### Join your Reflective Session on Zoom

- The Zoom 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, to make sure your equipment is in working order, and to get acquainted with the setup.
- If you have a co-host, confirm your respective roles.
- Ask the administrator to turn on closed captioning if your session is in English and **NOT** to turn recording on.
- Once the number of attendees reaches the number you feel comfortable with, ask the administrator to lock the meeting.

### Some tips for Reflective Session Hosts and Co-Hosts

- Start by introducing yourself and your co-host, with the option of sharing your pronouns and / or adding a virtual land acknowledgement whilst doing so.
- The number of delegates attending your session will determine the extent to which you are able to engage them directly in a conversation about the day. For a small group, the raise hand function and sharing verbally may be appropriate. If a larger number, then asking



questions, sharing observations via the chat function may be appropriate; or for a middling number of participants, a mixture of engagement approaches is possible.

**If you are one of the Hosts for a Reflective Session that is not sub-theme specific (i.e., Indigenous, French- and Spanish-speaking)**, you may wish to share your initial observations / your key takeaways from the plenary earlier that day; and then ask others to share their key takeaways from the plenary (or vice-versa). Ditto for a particular session (your's or others') that you found insightful. Ditto for any learnings from the body of sessions attended that day.

**If you are one of the Hosts for a Reflective Session that is sub-theme specific**, you can follow a similar format but from that thematic lens. That is, you can share your initial observations / your key takeaways from the plenary earlier that day relative to your sub- theme; and then ask others to share their key takeaways from the plenary (or vice-versa) from that lens (or more generally). Ditto for a particular session (your's or others') on the sub-theme that you found insightful. Ditto for any learnings from the body of sessions on that sub-theme people attended that day.

- 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](mailto:C2021coc@evaluationcanada.ca). Guidance on Bystander Interventions is being developed and will be communicated prior to the conference.
- You have an hour but don't feel you have to keep people there for the whole time. You will be able to gauge the point of where the energy is / isn't there for further conversation.
- For your closing, you may wish to ask for any final reflections on the day. Then thank participants for their participation and end the session.

Thanks again for being a Host and / or Co-host.