



# Thematic Meetup Facilitator Guidance

This guidance for thematic meetup facilitators supports the successful delivery of your session at C2025. There is [separate guidance for other roles](#).

## General Instructions

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1. **Register at <https://evaluationcanada.ca/c2025/registration>!** Presenters must register for the conference. In the case of presentations involving more than one presenter, at least one of them must register for the conference.
2. If, for any reason, you cannot join us at the conference, please let us know at [conference@evaluationcanada.ca](mailto:conference@evaluationcanada.ca) so that we can amend the program.
3. All thematic hangouts take place on May 12, 2025, from 3:15 pm Eastern and last 60 minutes.
4. Slides should not be used or kept to a minimum as thematic hangouts are for discussion.
5. Log in to the session 15 minutes early to make sure your equipment is in working order, and to get acquainted with the setup.
6. Make sure your visual material is open and readily available on your computer!

## Step-by-Step Guide

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### **Before Your Session**

You can upload text, notes, data, visual, slides, etc. to your session page via the Speaker Portal. This will make your material available to every delegate without having to collect email addresses. Access to the Speaker Portal uses a special link you

will have received in an email. If you have lost the email invitation to the Speaker Portal, please contact [conference@evaluationcanada.ca](mailto:conference@evaluationcanada.ca) to have the link re-sent to you.

## During the Session

- Fifteen minutes before the session start time, connect to your **Zoom session** initiated by an administrator using the link received from C2025.
- This will be your Zoom Meeting (as opposed to a Zoom Webinar); participants' microphone and cameras will be on by default.
- The technician will make you the Zoom host so that you can control the interactions within your session.
- While keeping Zoom active, in a second screen open PheedLoop and enter the same session (mute your microphone in the Zoom window that is embedded in PheedLoop) so that you can see participants inputs in the PheedLoop chat and Q&A.
- In particular, you can keep an eye on the number of participants, and you may "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:
  - In the meeting controls toolbar, click "Security" (if using the Zoom web app) or "Host tools" (if using the Zoom desktop app)
  - Then click "Lock Meeting"
- You, as a session host, are in charge of introducing your session and managing the flow of the discussion.
- You may want to use a few minutes to introduce the topic and possible areas of discussion. It is recommended that your introduction be brief as the point is to discuss and exchange.