

Solutions Showcase

Event Guide for Applicants

How to participate in the Solutions Showcase

Shortlisted Applicants, this document is a resource for you to ensure you have all the information needed to participate confidently in the Solutions Showcase. It provides an overview of key details such as how to join, details about the format and agenda of the event and what to expect when meeting with the Evaluation Panel in the showcase itself. The guide also includes the breakout room logistics in [Appendix A](#) and technical tips in [Appendix B](#).

What you need to know

Dates: Tuesday, November 7 – Friday, November 10, 2023.

Zoom event: The Showcase will be a virtual event hosted on Zoom. This link can be used by all team members and guests to join the Zoom meeting: <https://us06web.zoom.us/j/87407924869>

Registration: Please have one team member respond to this [RSVP Form](#) by October 27 to confirm your team's attendance and notify us of potential accommodation requirements.

Overview: The Solutions Showcase is a mandatory component of Stage 2 Applications. The Showcase will provide the Evaluation Panel with an opportunity to hear directly from your team about your solution, how it works, intended impact, the progress made over the Incubation phase, and how your team plans to utilize Implementation funding should you be successful. Your team's prerecorded presentation will be followed by a short Q&A where Panelists can ask questions to deepen their understanding of your team and solution.

Who's invited: The Showcase will be a closed-door event, meaning your team will meet with the Evaluation Panel individually. Only the teams that submit a Stage 2 Application will be invited to the Showcase. Your team may choose to invite guests such as project partners or community members to sit in on your session.

Format & Schedule: Each team will have a total of 25 minutes with the Evaluation Panel: 10 minutes for the Panelists to watch/listen to the pre-recorded presentation, followed by 15 minutes of Q&A. With up to 33 teams to schedule over four days, Evergreen has organized each day into a series of smaller blocks where the Panelists will meet with a number of teams back-to-back followed by a private debrief, short break and/or lunch. See the Format and Schedule Overview section below for more detailed information about the schedule and what to expect on each day.

Attendance: Your team is only required to attend the Showcase for the block in which you are scheduled. Review the [detailed schedule](#) on the Community Solutions Portal to find the block that your team has been scheduled in. Teams and their guests are also invited to attend the Opening Session of Day 1 which will include a welcome from CMHC and an opening ceremony by an Indigenous Knowledge Keeper.

Resources: For further information please consult our [Tip Sheet](#) and [Frequently Asked Questions](#) on the [Community Solutions Portal](#).

Format & Schedule Overview

The graphic below provides a visual overview of the Solutions Showcase schedule day-by-day. The heart of the event is the Showcase sessions (shown in green) where teams will meet with Panelists one-on-one. The event will begin with a Welcome from CMHC and Opening Prayer led by an Indigenous Knowledge Keeper (shown in purple). Each day includes additional 'open slots' (shown in blue) as overflow time to accommodate teams that may need to be rescheduled due to technical issues.



A more [detailed schedule](#) can be found on the **Community Solution Portal**. Your presentation time slots can be found in this detailed schedule.

Opening Session on Day 1

- We invite all teams to attend the Opening Session which will include an opening ceremony from an Indigenous Knowledge Keeper, remarks from CMHC and logistical notes from Evergreen.
- The Opening Session begins promptly at 8:10am PT / 9:10am MT / 10:10am CT / 11:10am ET / 12:10pm AT / 12:40pm NT.
- Please note to respect those speaking, no latecomers will be admitted. Don't worry if you can't make it, the opening remarks will be recorded and shared with all shortlisted teams shortly after.
- We kindly ask that the teams in Block 1 join the event 25 minutes before the Opening Session begins for an early tech check so that we can begin swiftly (please [check the schedule](#)).

Block Structure

- Evergreen has organized each day into a series of blocks where the Panelists will meet with a number of teams back-to-back followed by a private debrief, short break and/or lunch.
- Please [check the schedule](#) on the Community Solutions Portal to find out which block your team has been assigned to and the day and time you must attend.
- Teams that are scheduled in the same block will join the Zoom meeting at the same time preceding the block for a tech check to ensure everyone is ready to go earlier in the block, should a technical issue prevent another team from meeting with the Panelists.
- Please note this means there may be some time between the tech check and the specific time your team meets with the Evaluation Panel. Teams will be placed within a private breakout room during this time so that you can discuss and prep for your session with the Panelists in private.

What to expect when you join

- Upon joining the Zoom event you, your team members and guests will be greeted, and attendance confirmed.
- Your Zoom display names will be manually updated to reflect your team's ID number. This will allow Evergreen to quickly identify who belongs to which team and move people in and out of breakout rooms in the virtual meeting space quickly.

Tech Checks

- The Tech Check at the beginning of each block is to ensure everyone's mics and cameras are working adequately, as well as troubleshooting any connectivity issues.
- Each team will have their own designated breakout room in which their tech check will be conducted. Following the tech check, teams will remain in this breakout room until it is time to meet with the Evaluation Panel.

Technical Considerations

- Evergreen recommends that Applicants carefully choose the location they will join the Zoom meeting from to ensure the lighting is clear and there are no distracting background noises. Using a headset with microphone can often produce better quality audio.
- See [Appendix B](#) for general tips and resources for using Zoom for those who may be unfamiliar.

Meeting with the Evaluation Panel

Each time slot will allow a total of 25 minutes with the Evaluation Panel, 10 minutes to watch/listen to your team's presentation and 15 minutes for Q&A. Your time with the Evaluation Panel will be closed-door and not recorded.

Presentations

- Due to time constraints, introductions at the start of each showcase session will not be possible. Presentations will begin swiftly after your team is admitted into the Showcase Room.
- Evergreen will have a copy of your pre-recorded presentation on hand and manage the playback of presentations. We will only play the presentation you submitted with your application, no updated versions of your presentation.
- Some teams may request special accommodation from CMHC to present in a different way. These requests will be accommodated on a case-by-case basis.

Q&A Guide

- Following each team's presentation, there will be a 15-minute Q&A where the Evaluation Panel will ask questions to clarify their understanding of your solution and your team's readiness for implementation stage funding.
- Each session will have around 10 Panelists present. A link to their profiles can be found [here](#).
- Only a handful of the Panelists present will have read your application in full detail, and their questions will be prioritized.
- A representative from CMHC will have access to the Panelists' questions and ask their questions verbally. Teams can unmute to answer, no hand raising required.
- Teams are encouraged to discuss in advance how they want to handle questions. You are welcome to appoint a single team representative who answers questions or who nominates the appropriate person to respond.
- Keep in mind the 15-minute time restriction and try to be concise with your answers. Evergreen will provide a 5-minute notification and ring a bell when the 15 minutes is up.
- Teams in the middle of speaking will not be cut off and can finish their thoughts even if it means going a minute or two overtime.
- Buffer time has been planned to accommodate short delays due to technical glitches, however major delays will call for rescheduling, as outlined below.
- Once the Q&A is finished, Evergreen will move your team back to the plenary. From there, you, your team members and guests will exit the meeting

Rescheduling in the event of an issue

- In the event of a technical issue or other delay that makes it impossible for a team to meet with the Evaluation Panel during their scheduled block, Evergreen will coordinate with the team that is experiencing delays to find another time to meet during one of the available open slots at the end of each day.

Accommodations

Interpretation

English<>French simultaneous interpretation will be available during the Opening Session. Interpretation will also be available for the francophone team's session, who are scheduled to present during Block 1 on the first day inside the main zoom room to allow for interpretation.

Toll-Free Dial-in Option

If your community has limited internet connectivity, please dial-in to the Solutions Showcase using the toll-free numbers and Meeting ID:

- 855 703 8985 Canada Toll-free
- 833 955 1088 Canada Toll-free
- Meeting ID: 874 0792 4869

While you will not be able to access the video stream, your experience at the Solutions Showcase will not be substantially different compared to those not dialing in.

Technical Difficulties

As mentioned above, if your team is experiencing connectivity issues which impacts your ability to participate during your scheduled block, a Support Program staff member will work with you to reschedule your session to one of the open time slots available at the end of each day.

If you have any technical difficulties joining the Zoom event by video or phone on the day of your session with the panel, please email the Support Program at hsc-dolsupport3@evergreen.ca and one of our team members will be in touch to support you.

Accessibility Requirements

Should your team require ASL, closed captioning, accessible documents, etc., please email the Support Program as soon as possible to ensure we can meet your needs: hsc-dolsupport3@evergreen.ca

Other Accommodations

Please contact CMHC for all other accommodation requests and they will work with your team. You can email CMHC at challenge@cmhc.ca

Next Steps

Team Lead Checklist

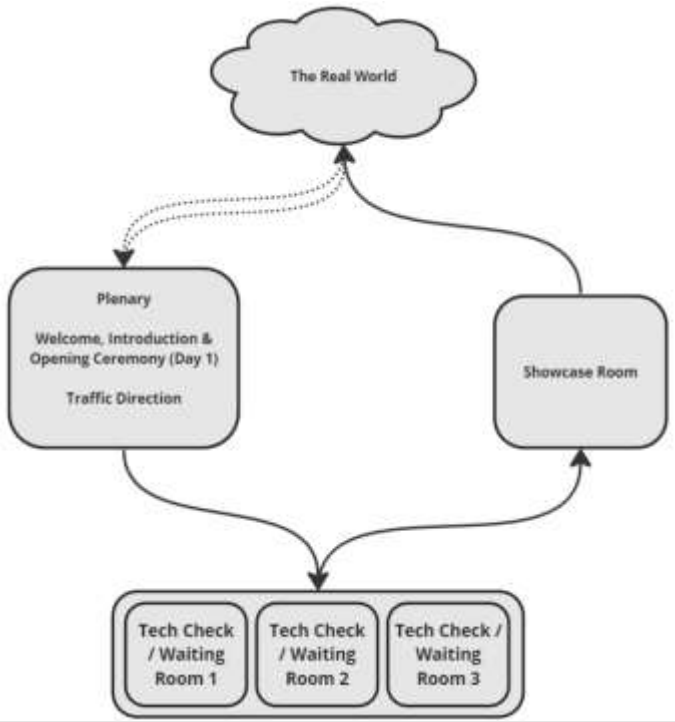
- Review this Event Guide
- [Review the schedule](#) on the Community Solutions Portal to find your presentation block date and time
- Complete the [RSVP Form](#)
- Accept the calendar hold for your block and forward the calendar invite to team members and invited guests
- Identify the key team members who will field questions during your Q&A to make the most of your 15 minutes with the Evaluation Panel.
- Connect with us at the Support Program if you have any questions: hsc-dolsupport3@evergreen.ca

Timeline following the Showcase

- Following the Solutions Showcase, the Evaluation Panel will deliberate and make their recommendations to CMHC of which solutions should advance to Stage 3: Implementation and receive Implementation Funding.
- The Evaluation Panel's recommendations will be reviewed by CMHC to determine the funding allocation for successful applicants.
- In December, the funded solutions will be announced, and applicants will negotiate their Contribution Agreements for Stage 3 with CMHC.
- Following the negotiation of Contribution Agreements, the Implementation Funding will be released, and the funded solutions will be implemented by March 2025.

APPENDIX A: VIRTUAL SPACE & BREAKOUT ROOM LOGISTICS

Evergreen will use the following structure to organize the virtual spaces and movement of individuals between spaces in Zoom for the Solutions Showcase event:



1. **The Plenary Room** is the default landing space for new arrivals in Zoom. Given the large volume of traffic this event will generate, Evergreen will keep the Plenary reserved as a welcome space to greet people as they arrive and redirect them to the appropriate room (see diagram above). A dedicated Plenary Manager role will oversee this space, greeting people as they arrive, orienting them to the event, ensuring their screen names reflect the team they belong to and manually moving folks into the Tech Check / Waiting Rooms. The exception to this rule is on Day 1 where the Plenary Room will be used as the venue for the Welcome and Opening to begin the event and for the first block of teams.

2. **The Tech Check/ Waiting Rooms** will be a series of rooms dedicated to conducting tech checks for teams before their meeting with the Evaluation Panel. These rooms will also serve as a waiting space where teams can talk and prepare before being moved into the Showcase Room.

3. The **Showcase Room** will be the dedicated room where teams will meet with the Evaluation Panel for their presentations and Q&A.

APPENDIX B: TECH TIPS

Using Zoom

- Be sure to update your Zoom software before the session to minimize technical disruptions.
- If possible, please join the Zoom meeting using a computer with a webcam so that everyone can see you.
- Please plan to join a few minutes early to make sure you can access the event smoothly.
- When you join, please update your display name to include your name.
- Please mute your microphone when others are speaking
- If possible, turn on “Do not disturb” settings on your devices while meeting with the Evaluation Panel.

Addressing Potential Connectivity Issues

- If you are having difficulties with internet connectivity, keeping your video off can prevent lag.
- If possible, use an ethernet cable to ensure a more secure internet connection.
- Consider dialing in to the Zoom event using the toll-free numbers and Meeting ID:
 - 855 703 8985 Canada Toll-free
 - 833 955 1088 Canada Toll-free
 - Meeting ID: 874 0792 4869

If you have any issues connecting to the Showcase, please contact us at hsc-dolsupport3@evergreen.ca or (647) 670-2265, and we will help get you connected.



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