**NASIG Mentoring Program**

**Guidelines for Mentors and Mentees**

The NASIG Mentoring Program is designed to help new attendees navigate the NASIG Annual Conference and have a positive experience. It gives them the opportunity to meet an experienced NASIG member either before or at the beginning of the conference. The Mentee has the opportunity to benefit from the experience of their Mentor and has a friendly contact to talk to and ask questions of throughout the conference. The Mentor gains the opportunity of meeting new colleagues and sharing their expertise. Usually these relationships develop into collegial friendships and continue long after the conference is over.

**How to Be a Good Mentor**

* Volunteer to be a Mentor using the form provided on the [NASIG Mentoring homepage](http://www.nasig.org/site_page.cfm?pk_association_webpage_menu=1346&pk_association_webpage=3890).
* A member of NASIG's Mentoring Program will contact you with your Mentee's name, address, telephone and e-mail address.
* Contact your Mentee as soon as possible.
* Take a few minutes to "talk" to your mentee (either by telephone or e-mail) before the conference. Find out if they have any questions. Make arrangements to meet with them at the beginning of the conference. The First-Timers Reception held on the first day of the conference is a good place to meet with them. The committee will facilitate matching up Mentors and Mentees at the reception so that you can recognize each other in person, but please try to share pictures or descriptions prior to the reception.
* Some things that you might want to discuss with your Mentee are:
	+ Interests of your Mentee (either professional or personal).
	+ How the conference works: attending vison (plenary sessions), programs, social events, etc.
	+ Although they will have already signed up for their schedule, you can help them get the most of these sessions and let them know they can adjust their program choices.
	+ How to become involved in NASIG as a volunteer.
	+ Introduce them to other colleagues and Board Members.
	+ Check on them during the conference, especially at group social events, just to make sure they aren't lonely. It is not necessary to commit to spending all of your time with your Mentee. It is just important to touch base occasionally.
* After the conference it is very important to fill out the evaluation form and share your thoughts and suggestions.

**How to Be a Good Mentee**

* Register for NASIG Annual Conference, noting that you are a "First-Timer."
* Volunteer to be a Mentee using the form provided on the [NASIG Mentoring homepage](http://www.nasig.org/site_page.cfm?pk_association_webpage_menu=1346&pk_association_webpage=3890).
* A member of NASIG's Mentoring Program will contact you with your Mentor's name, address, telephone and e-mail address.
* Your Mentor should contact you before the conference. If you don't hear from them, feel free to try to contact them.
* Your Mentor should make arrangement to "talk" to you (either by telephone or e-mail) before the conference. Be sure to ask them any questions you may have. No question is too silly. (Last year a newcomer asked me "If I sign up for a program do I REALLY have to go to it?") Make arrangements to meet with them at the beginning of the conference. The First-Timers Reception held on the first day of the conference is a good place to meet. The committee will facilitate matching up Mentors and Mentees at the reception so that you can recognize each other over the course of the conference.
* Some things that you might want to discuss with your Mentor are:
	+ Your interests (either professional or personal).
	+ How the conference works: attending plenary sessions, workshops, social events, etc.
	+ Although you will have already signed up for your schedule, they can help you get the most of these sessions.
	+ How to become involved in NASIG as a volunteer.
	+ Don't be shy about asking to be introduced to other colleagues and Board Members.
	+ If you feel the need, arrange to touch base occasionally throughout the conference. It is not necessary to commit to spending all of your time with your Mentor.
* After the conference, please fill out the evaluation form at the NASIG Mentoring homepage.

Additional information about the program and the chairs contact information is available on the [Mentoring homepage](http://www.nasig.org/site_page.cfm?pk_association_webpage_menu=1346&pk_association_webpage=3890).