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**Mentee Instructions for FYN Speed Mentoring**

**Connecting to the Session**

1. Go to the calendar invite or email confirmation and click on the Zoom link.
2. Disconnect from the VPN if you are using your work computer. You may also join the meeting from a personal device if your Department’s access to Zoom or ability to disconnect from the VPN is limited.
3. Login with your personal link that you received from Zoom directly. If you cannot find your personal link, reach out to \_\_\_\_\_\_.

**During the Event**

1. Once the speed networking starts, click “Join” in the pop-up window that appears to join your assigned breakout room.
2. As a mentee, you will stay in the same “room” for the entire event. The mentors will be moved from room to room every 15 minutes.
3. Talk with your mentor for 15 minutes. Use the raise hand function and the chat throughout the meeting.
4. The host will send a message when there are 2 minutes left to the round. The host will automatically move your next mentor into the room.

**Note:** If you accidentally leave your breakout room, you will return to the main room where admins will be standing by who will place you back into your breakout room.

**Tips for Success**

* Be prepared to provide information about yourself (e.g. your role and career goals)
* Be concise and to the point when you share information about yourself – be mindful of the other participants and the limited amount of time available
* Lead the discussion by posing questions
* Share your experiences and knowledge while being aware of others and allowing time for others to share their input
* Mute your mic when you are not speaking but leave your camera on at all times to fully engage in the conversation
* Dress appropriately and remove anything in your surroundings you don’t wish to have visible on camera
* Use headphones to limit background noise

**Prepare Questions**

See some FYN’s sample questions and the bios of the mentors who will be present during your speed mentoring session on our Wiki page:

[Speed Mentoring event page](https://wiki.gccollab.ca/CBC_2022_Speed_Mentoring)

[Sample Questions document](https://wiki.gccollab.ca/File%3ASample_Questions_for_Speed_Mentoring_Sessions_-_Bilingual.docx)