**Mentor Email/Guidelines**

Dear [[insert mentor name]],

Thank you for agreeing to be a mentor at CogSci 2024! If you have mentored us before, thank you for your continued service! If this is your first mentoring experience, welcome! We have provided some guidance below, so that you can get a sense of how a pop-up mentoring meeting goes!

You have been matched with the following 2 mentee(s):

* Mentee 1 (email1)
* Mentee 2 (email2)

At your earliest convenience, you should write to your mentees to propose a meeting time and location. Given this year’s in-person conference, we encourage mentors to meet with their mentees in person, for 20-30 mins, during the conference. If an in-person meeting is not possible, you should let your mentees know, and propose a time to meet virtually before/after the conference.

In order to facilitate the conversation, you might also ask what topics your mentee would be interested in discussing. A sample email has been provided for you below. Once you have an idea of the topics your mentee might be interested in, you can also let your mentee know what materials you might want your mentee to prepare (e.g., a CV, research statement) before the meeting.

Although it is at your discretion, we do not expect the relationship between you and your mentees to be a long-standing one, and we will make this clear to your mentees as well. We hope that the meetings between you and your mentees will be focused, respectful, supportive, and considerate.

Thank you for contributing your time to support the CogSci community.

Cognitive Science Society Mentoring Program Committee

**Sample Mentor Email**

*Hi [[Insert Mentee Name here]]!*

*We were matched through the CogSci 2024 Mentoring Program!*

*I am excited to hear about your work and offer any advice that you may find helpful for your career. To help you get the most of our meeting, it would be helpful if you let me know of any topics or issues that you want to discuss in advance. Additionally, if there are any specific materials, such as your CV or research statement, that you feel would be helpful, you can send those in advance as well.*

*I will be attending the CogSci conference in person. I’ve put together a list of days and times that I would be available to meet: [[insert sign up link here]]. I hope the times I suggested works for you; let me know if it doesn’t.*

*I look forward to meeting you!*

*[[your name here]]*