VIRTUAL PRESENTER MENTOR

The Virtual Presenter Mentors are instrumental in guiding virtual presenters to the creation of high-quality presentations and papers. As a Virtual Presenter Mentor, you will work one on one with virtual presenters seeking support in their journey as a SAS Global Forum author. Your role is vital from the time Call for Papers opens to the conclusion of your Mentee's virtual presentation during the forum. You can choose to work with as many or as few Mentee/Mentees as you are comfortable with. We strive to match Mentors and Mentee/Mentees by the main topic of the presentation. This volunteer position is open to any experienced SAS professional. Your assignment will involve three phases, (1) Pre-Conference, (2) Conference On-site (virtual), and (3) Post Conference, and will span approximately 4.5 months between the call for papers (November 2020) and the end of the conference (April 2021).

BENEFITS: As a Virtual Presenter Mentor, you can enhance your professional network and increase your visibility within the SAS community by having direct access with your assigned Mentees. Having direct access will allow you to have personal e-mail communications with the presenters and authors, as well as early access to their papers and virtual presentations.

RESPONSIBILITIES:

1. Pre-Conference - Prior to being matched with a Mentee:

    a. Attend the Kick-Off meeting to discuss the Presenter Mentoring process.

    b. Read the Virtual Presenter Mentor roles and responsibilities.

    c. Confirm the time commitment and effort required to orient and guide a new Mentee.

    d. Contact the Mentoring Coordinator with any questions.

    e. Review the SAS Global Forum presenter resources (e.g., paper templates, presentation tips) located on the SAS Global Forum web site.

2. Pre-Conference - After being matched with a Mentee:

    a. Contact the Mentee within 3 business days of being matched. Ask him/her about their background/experience and areas where they seek guidance.

    b. Individualize the mentoring program to the Mentee's needs.

    c. Establish trust/confidentiality with the Mentee. Be open to questions and be available.

    d. Review deadlines and schedule meetings as needed.

3. Pre-Conference - Periodic checkpoints:

    a. After the first couple of weeks, take time to discuss the mentoring experience and ask for feedback about the mentoring experience.

    b. Periodically review the work in progress and suggest priorities to discuss with the Mentee.

    c. Contact the Mentoring Program Coordinator if your Mentee-Mentor match is not productive.

    d. Answer questions, check on progress, and keep in communication with the Mentee on a regular basis.

    e. Schedule a virtual walk-through or rehearsal with your Mentee prior to the virtual presentation.

4. On-site at Conference:

    a. No responsibilities other than supporting your Mentee/Mentees.

5. Post-Conference:

    a. Debrief with your Mentee after his/her virtual presentation. Give feedback, emphasize strengths, and introduce him/her to other professionals in their area of interest if possible.

    b. Fill out the Mentor Feedback survey provided after the virtual conference.