

ABC Mentorship Matching Events Plan

Event Frequency: Every 4 months (October, February, June)

1. One Month Before the Event

- **Team Meeting:**
 - Schedule a meeting to decide on the date and time for the next event and distribute tasks.
 - Ensure the time is international-friendly (14:00 GMT has worked well).
 - **Update Sign-Up Sheets (! these links are to edit the forms, not to share them):**
 - Update the **Mentee Sign-Up Sheet** (link: <https://docs.google.com/forms/d/1HQ-uhkTTRqrEsoHs7FKJEJTM60qtBKO3r5ylj-YqUg/edit>).
 - Update the **Mentor Sign-Up Sheet** (link: https://docs.google.com/forms/d/1iyumu6NKpHn9af9zKaqIzzFb_pjkvzJiDMNT-QglXH1s/edit).
 - Update the **Top-3 Mentors Sheet** (link: <https://docs.google.com/forms/d/1-hdNACcgj7021YVodVxxurOQOj7tdkPppi20J6YG-Uc/edit>).
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2. Two Weeks Before the Event

- **Contact Communications Team:**
 - Ask them to advertise the event: the post should contain event details (date, time) & encourage both mentors and mentees to sign up.
 - Share links to the updated mentee and mentor sign-up sheets to share in post.
 - **Mentee Sign-Up Sheet** (link: <https://forms.gle/zPgk4Nwq2znEdphL7>).
 - **Mentor Sign-Up Sheet** (link: <https://forms.gle/cD3cEqoXHaltYBEg7>).
 - **Mentor Invitations:**
 - Send email invitations to the existing pool of mentors (list of email addressed: https://docs.google.com/spreadsheets/d/1oUi1A_xl0xpG_iUaXacUcgAgsBcRPDyL8bb2VSDEFKU/edit?gid=1738538991#gid=1738538991).
 - Use the **email template** (link: [Insert Link]).
 - **Presentation Slides:**
 - Update the slide presentation:
 - Update the number of mentees and available funds.
 - Incorporate any changes based on feedback from the last session.
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3. One Week Before the Event

- **Sign-Up Check:**
 - Verify that at least 10 mentors and 10 mentees have signed up.
 - If not, ask the Communications Team to conduct another round of advertising and consider reaching out through personal networks.
 - **Mentor Bios:**
 - Collect mentor bios and compile them into a PDF document to share with mentees (check for already existing bios & add new ones here: https://docs.google.com/spreadsheets/d/1oUi1A_xl0xpG_iUaXacUcgAgsBcRPDyL8bb2VSDEFKU/edit?gid=1738538991#gid=1738538991).
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4. Two Days Before the Event

- **Final Registrations:**
 - Allow sign-ups until two days before the event.
 - **Event Details Email:**
 - Send an email to all participants with the Zoom link and the PDF containing mentor bios.
 - Use the **email template** (link: <https://docs.google.com/document/d/1aEMH72V4-tqHXtMUku-S7DKvbg1rytDJpjDNtACg7l8/edit?tab=t.0>).
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5. Event Hosting

1. **Event Duration:** 1 hour
2. **Hosts:** At least 3 team members, join 15 minutes early.
3. **Event Structure:**
 1. **Introduction (4 minutes):** *1 speaker*
 - Outline the event.
 - Introduce the Collective.
 2. **Ice Breaker (2 minutes):** *1 speaker*
 - “Which country are you from?”
 3. **First Meeting Session (20 minutes):** *1 speaker, 1 person creates breakout rooms*
 - Breakout rooms on 3 major topics: Career Advice, Role Models, Methods and Scientific Sessions

- Mentors and mentees can choose which room to join

hosts participate in breakout rooms (1 per room)

4. **ABC Mentorship Overview (2 minutes): 1 speaker**

- Explain how the mentorship works.

5. **Second Meeting Session (30 minutes): 1 speaker, 1 person creates breakout rooms**

- One mentor per breakout room, mentees can visit different rooms.

1 host remains in the main room to assist; others hosts check in within mentors who are alone in their breakout rooms

6. **Closing of event (2 minutes): 1 speaker, 1 person shares link to top 3 Mentors Sheet**

- Explain what's next.
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6. Post-Event Actions

- **Mentor-Mentee Matching:**

- Send out the **Top-3 Mentors Sheet** (link: <https://forms.gle/bjugX5ijhsHhtFv8>).
- Match mentees with mentors via email
- Use the email templates (link: <https://docs.google.com/document/d/1aEMH72V4-tqHXtMUku-S7DKvbg1rytDJpjDNtACg7l8/edit?tab=t.0>).

- **Update Overview file when a match is made**

- **Follow-Up Email:**

- One month after all mentees were matched, send a check-up email to all participants.
- Use the email template (link: <https://docs.google.com/document/d/1aEMH72V4-tqHXtMUku-S7DKvbg1rytDJpjDNtACg7l8/edit?tab=t.0>).