MENTOR

Dear *MentorName*,

Thanks for agreeing to participate in the IASSIST conference contact program! For the IASSIST [*year*] conference in [*location*], your new member will be *MenteeName* (*MenteeEmail*). *MenteeName* is the *PostionTitle* at *InstitutionName*. Give some information about what *MenteeName* does in his/her position, research interests, as well as any hopes for the conference contact program (e.g. She specifically hoped to connect with a librarian from outside the United States.) This year's opening reception is Tuesday, Date, Time pm (*MilitaryTime*) at the Location. Please introduce *MenteeName* to other members and talk about ways to get involved in IASSIST! I will also send *MenteeName* your contact information. We found that it is a good idea for participants to share pictures of themselves before trying to meet up. It cuts down on confusion! Hopefully there will be time to touch base before the conference, but if not, you can find each other at the opening reception!

Best,

Mentoring Coordinator

MENTEE

Dear *MenteeName*,

Thank you for volunteering to participate in the IASSIST conference contact program! For the IASSIST [*year*] conference in [*location*], your conference contact will be *MentorName* ‎[ *email of mentor*]‎. *MentorName* will be the perfect person to introduce you to other members and talk with you about ways to get involved in IASSIST! I’ve sent *MentorName* your contact information & copied him/her on this email. *MentorName* is the *PositionTitle* at *InstitutionName* and is long time IASSIST member. Give some information about what *MentorName* has done with IASSIST and in his/her position. This year's opening reception is Tuesday, Date, Time pm (*MilitaryTime*) at the Location. We found that it is a good idea for participants to share pictures of themselves before trying to meet up. It cuts down on confusion! Hopefully there will be time to touch base before the conference, but if not, you can find each other at the opening reception!

Best,

Mentoring Coordinator