

Planning Checklist – Speed Mentorship Sessions

- Confirm schedule with organizing program committee**
- Reserve a room and necessary resources with event planner**
 - Round tables
 - Sign-in table
 - PA / wireless mic
 - Food / beverage
 - Signage for session
- Post RSVP form or include with Registration options**
- Recruit mentors**
- Promote**
- Email registrants with room, time, and details**