

Execution Checklist – Speed Mentorship Sessions

- Confirm room setup: round tables, mic and PA, food/bev
- Set check-in table outside the room
- Admit mentors early and let them know what to expect
- Admit students and direct them to tables
- Start the session and pass the mic to each mentor to introduce themselves
- Start the program and track the time
- Leave time at the end to thank everyone and tell them to watch for the survey