

SICB BROADENING PARTICIPATION MENTORSHIP GUIDELINES

Thank you for participating in the SICB Broadening Participation Mentorship Program! We are really excited to give both mentors and mentees a positive experience through this program. To promote a productive and enjoyable experience, we ask that you follow the guidelines below. We hope that these guidelines will help maintain open lines of communication throughout the conference and foster interesting and helpful conversations.

Guidelines for mentors:

1. Make contact with your mentee before the start of the conference if possible. Please set a time to have a conversation with your mentee as early as possible before the start of the conference. This will allow you to know the interests of your mentee, help your mentee plan their time at the conference, and answer any questions that your mentee may have about the conference. If this is not possible, please try to make an appointment to meet with your mentee on the first day that you will both be at the conference.

2. Plan on being available to meet with your mentee at least three times throughout the conference. To help ensure that your mentee has a productive experience at the conference, we ask that you meet with your mentee at least three times (unless they request to meet less often) throughout the conference. These meetings should be an opportunity to discuss whether your mentee is seeing interesting and relevant talks, meeting new SICB members and building a network, and receiving the professional development advice that they may seek.

3. Follow-up with your mentee after the conference. After the conference ends, we ask that you follow-up with your mentee at least once. This can be an opportunity to find out how your mentee liked the conference, whether they found it productive, and to answer any other questions that your mentee may have. Given that you will know your mentee much better at this point and will have had some time to reflect on their interests, you can offer final professional advice on topics such as grants that your mentee can apply for, other labs of interest that they can consider, or thoughts you may have had about their research. If possible, we hope that this experience fosters a new avenue of support for your mentee and that you may stay involved in your mentee's career for some time.

Guidelines for mentees:

1. Know what *you* want to get out of the BP Mentorship Program. To get the most out of your experience with this program, think about the kind of advice that you seek and communicate this to your mentor. Consider this as a unique opportunity to get advice from a veteran SICB member who knows your field and who may have a broader view of your unique experience compared to your advisor or fellow students with whom you interact on a more regular basis. For example, you may be thinking through a new research project and are attending talks related to that topic of interest. Ask your mentor for advice, as they may have a new perspective on your approach, be able to introduce you to a fellow scientist who just gave a talk on exactly what you want to do, or direct you to a session of helpful talks that you hadn't yet considered.

2. Speak with your mentor before the start of the conference if possible. Your mentor will get in touch with you before the start of the conference to set a time to meet. To help you best prepare for the conference, please think of three questions that you would like to ask your mentor. For example, you can ask for advice on how to network with potential advisors, how to figure out what talks to attend, or even for feedback on your talk or poster. If you are not able to speak with your mentor before the start of the conference, please arrange a time to meet with him/her on the first day that you are both at the conference.

3. Plan to meet with your mentor at least three times throughout the conference. To ensure that you get the most out of your experience at the conference, we suggest that you meet with your mentor at least three times throughout the meeting. If you would prefer to meet fewer times than this (e.g., for some quick career advice or one bout of networking at a social), just let your mentor know – however, we feel that meeting several times will provide a more valuable experience. You can use these meetings as an opportunity to ask about whether you are attending relevant talks, ask advice on meeting new SICB members and building a network, and receive the professional development advice that you may seek.

4. Follow-up with your mentor after the conference. After the conference ends, your mentor will follow-up with you at least once to find out how you liked the conference, whether you found it productive, and to answer any other questions that you may have. We recommend that you use this meeting to debrief with your mentor about your experience at the conference. Discuss what you liked and didn't like, and perhaps even ask if your mentor has advice on how to be even more successful at future conferences.