Mentoring Circle Title

*It is important that your title accurately reflects the content of your proposal*

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| --- |
| Name of individual(s) intending to mentor  (2 maximum)  Organization  Contact info |

## ABSTRACT

This proposal should be maximum 4 pages, including bibliography. 10 points font minimum.

Mentoring Circles is an interactive mentoring session that lets attendees seek personalized advice regarding their career or academic endeavors, in small groups. We host this event in a large room with about 50 tables, each hosted by a mentor focusing on a particular topic. Attendees choose a topic, sit at the corresponding table and chat with a mentor for 20 minutes. Every 20 minutes, attendees switch tables and chat with a different mentor on a different topic.

Your proposal should describe the topic that you want to discuss with the students/early career attendees. Your topic should be related to career opportunities, job search, tools for success at work or academic paths.

# AUDIENCE

The audience of this session is students and early career attendees. You should demonstrate an understanding of who your target audience is.

MENTORING SESSION

The reviewers are looking for information on the following items:

* Does the title accurately reflect the content of the submission?
* Is the topic relevant to the session format?
* Is the proposal clear and well-described?
* Will this mentoring topic draw an audience?
* Is this paper well-organized and does it flow logically?
* Is the mentor a subject-matter expert for mentoring students on that topic during 20 min?
* What type of questions will the mentor ask to engage conversation with the students?
* Is the topic relevant and original?
* Is there a unique perspective this mentor offers on this topic that makes this proposal compelling?
* Does this mentorship topic make a useful contribution?
* Does this proposal focus purely on the topic and is not a recruiting/product pitch?

OUTCOMES/KEY TAKEAWAYS

What do you expect to accomplish? What are the key takeaways for your mentees? What do you expect your mentees to learn during your session?

**PARTICIPATION STATEMENT**

A statement that you have made a commitment to attend the conference if accepted.

REFERENCES/BIBLIOGRAPHY

# BIO

A brief description of the mentor’s background, including expertise related to the topic and views of the issues. If you have experience mentoring, please describe it here. Make sure the Bios are not generic, but give the reviewers a chance to understand why the mentor(s) would deliver an excellent presentation.