



## FGIA Mentor Program Overview *for Virtual Conferences*

The FGIA Mentor Program is focused on improving the initial experience of first-year conference participants, helping these individuals become comfortable with FGIA events and processes in order to become actively engaged in committee involvement and event attendance.

*The goal is to remove barriers to networking by creating meaningful connections right away.*

FGIA virtual conferences can be intimidating. Mentors offer the opportunity for new participants to achieve a feeling of acceptance and belonging within the organization. A strong personal connection helps to build relationships and connections, making it easier to participate in the future.

### Mentor Qualifications

- Current FGIA member, with at least five years of industry experience and three years of association participation
- Willingness to guide new FGIA participants, serving as a touchstone for networking with others
- Experience as an FGIA leader (chair, co-chair, etc.) preferred

### Mentor Responsibilities

It is very important for future growth to ensure new participants have a positive experience. Mentors will be matched based on responses to the New Participant Profile, including the new participant's goals for the event and information about his/her company. Mentors will focus on connecting with new participants, making them feel welcome.

### Mentor Checklist

- Review information from staff to better engage with the new participant
  - Company description, New Participant Profile response, LinkedIn profile (if available)
- Connect (via mentee's preferred communication method) to make introductions, answer questions
  - Confirm that the new participant understands general workings of FGIA and how to get involved (voting, joining groups, etc.)
- Attend the New Participant Virtual Welcome Reception and engage with mentee(s)
  - Ask engaging questions and listen intently to get to know participant(s) better
  - Check in with mentee(s) throughout the conference via happy hours, chat, email, etc.
  - Reach out to mentee(s) if you notice that they are participating in a meeting that covers complicated information, making yourself available for questions, if possible
  - Facilitate introductions and involvement, encouraging participation
- After the conference, follow up with mentee(s) and connect via LinkedIn (if applicable)
  - Ask for their feedback related to the event and if there are any remaining questions (especially for sessions the mentor/mentee both attended and share takeaways)
  - Send a brief email to staff including relevant information to best meet the needs of the new participant and to address any unanswered questions or areas of interest

## Suggested Talking Points

- How long you have participated and what you personally receive from FGIA involvement
- The benefits of participation at conferences for you and your company
- What the participant (or company) hopes to get from attending the virtual conference
- How to make the most of virtual conference networking events, such as happy hours
- Based upon participant's background and interest, recommend conference sessions
  - The new participant profile may provide necessary insight into sessions of interest

## Staff Responsibilities

Mentors and staff will work together to ensure a smooth experience for all new participants. Staff will focus on initiating contact with new participants, matching them with mentors based upon shared interests and educating new participants regarding the conference schedules and basic procedures.

## Staff Checklist

- Identify new participants from conference registration list
- Email each new participant to provide relevant information and to make an initial connection
  - Request completion of the New Participant Profile (in survey format)
  - Provide a link to the New Conference Participants web page
    - Overview of the conference format, meetings schedule and materials
    - Insight regarding meetings, workshops and speaker sessions that might be of interest
  - Provide contact information for his/her mentor and what to expect
  - Offer to answer questions to help prepare the participant for the virtual event
- Match new participants with mentors, based upon similar job functions and company interests
- Direct new attendees to the proper resources to gather information
- Provide on-going guidance as needed during the virtual conference (via chat, email, text, etc.)

## Online Resources

The web pages and online materials listed below include helpful information to share with new participants.

### Conference Information

[New Conference Participants](#)  
[Conference Materials](#)  
[Event Resources](#)

### Ballots and Voting

[Voting and Ballots](#)  
[Balloting Quick Tips](#)  
[Approval Flowchart](#)  
[Ballot Resolution Cheat Sheet](#)

### Involvement

[Committees \(listing of all groups\)](#)  
[Committees and Participation](#)  
[Steering Committee Participation Guidelines](#)

### General Information

[Antitrust Guidelines](#)  
[Member Benefits](#)  
[Neutrality Guidelines](#)  
[News](#)  
[FGIA e-News \(monthly newsletter\)](#)

### NAFS

[NAFS Overview](#)  
[Performance Class Overview](#)

## Staff Contacts

Ensuring that mentors feel comfortable in their role is vital to the success of the onboarding program. If you have any questions, concerns or suggestions, please contact Angela Dickson at [adickson@FGIAonline.org](mailto:adickson@FGIAonline.org). Other staff members will also be available during the conference or can be reached via contact information on the [Staff page](#).