



UKSG Conference Mentoring Scheme

The UKSG Annual Conference and Exhibition is a major event in the scholarly information sector calendar and attracts over 700 delegates each year. For 2014 we are repeating the UKSG Conference Mentoring Scheme in order to help first-time delegates and people new to the industry get the most out of this busy and stimulating conference, and come away from it with greater knowledge of the sector and a wider circle of contacts. If you are a regular attendee at UKSG events, please consider becoming a Conference Mentor and help us make a success of this new initiative.

Guidelines for Mentees

- Indicate on the conference registration form that you would like to be a mentee, or [contact us](#)
- Someone from UKSG will be in touch before the conference to confirm who your mentor will be
- Swapping photographs/links to your LinkedIn Profile is recommended!
- Set aside time to attend the First-Timers Reception at the conference, which will be held during the lunch break on the first day. This will be an opportunity to meet your mentor and chat to them and other delegates
- Think in advance about any questions you might have for your mentor. These might be about the conference and how it works, or wider topics of interest, or people you would like to be introduced to
- Your mentor should be in touch to make contact before the conference, either by email or telephone – if not, get in contact with your Mentor before the conference, especially if you have any questions or to arrange to meet up outside the First Timers Reception.
- You set the pace. You might want to arrange to meet with your mentor at other times during the conference, or you might be happy just to meet with them at the First-Timers Reception. Just let your mentor know what you would find most helpful

Guidelines for Mentors

- [Contact us](#) to volunteer to be a mentor. We are looking for friendly people who have attended the conference at least once before and who are relatively experienced in the industry
- Someone from UKSG will be in touch before the conference to confirm if you will be a mentor, and if so who your mentee will be
- Make contact with your mentee by email or telephone before the conference, to set them at ease and find out if they have any questions. Share photos or LinkedIn profiles so that you have an idea what they look like
- You will be expected to attend the First-Timers Reception at the conference, which will be held during the lunch break on the first day. This will be an opportunity to meet with and chat to your mentee, and introduce them to other people
- Look out for your mentee during the conference and be a friendly face; for example, let them know which social events you will be attending and continue to introduce them to other people. Arrange to meet with them again during the conference if they would like to do so. But let them set the pace

We will ask for feedback from mentees and mentors after the conference, but if you have any questions about the scheme before or during the conference, please [Contact us](#) or ask at the conference desk