<u>Speed Mentoring Event- Information to Share with Other NEWH Chapters</u>

- Find a location to hold the event that supports many one on one meetings (Furniture Dealership recommendation).

- I sent personalized emails with the speed mentoring invite to all of our chapter's educator contacts- I included both schools that are accredited and non-accredited schools. I also visited some college classrooms to promote the event.

- Sent invite to Designers, Reps, and Professors that were in the industry to donate their time for the few hours to attend event. We have many sales reps on our board that helped promote it when they visited design firms. Getting mentors to attend is the most challenging part!

- Organize RSVP mentors by categories (Corp/Education, Hospitality, Reps, and Healthcare/Senior Living) this number will coordinate with their name tag. Numbers to be set out prior to event so each student is in front a variety of sectors and not repetitive.

- We had gifts that were donated by venders for a student raffle. We also had door prizes that were donated by venders. There was food and non-alcoholic beverages (also sponsored by venders).

- We announced the student scholarship award at the event.

- From 6:15-7:15, the students rotated around to speak with a variety of different professionals in the design industry. They spent about 10 minutes with each mentor then when the bell rang, they moved to next mentor. They met with about six mentors.

- We had 50 students sign up and 15 additional ones on a waiting list and 30 mentors registered. However, only 37 students showed up but all the mentors came. So our numbers ended up being almost one-on-one but some students still had to double up/rotate around as pairs.

- The students are told to come with questions. In addition, the mentors received "icebreaker" cards to help start conversation if needed. Mentors were also told to bring business cards to share with the students.

- Cost of the event came to only around $40 total (name tags, thank you cards, printing costs).