



## **MENTOR AND MENTEE OPPORTUNITIES**

### **OPPORTUNITIES TO MENTOR:**

The role of mentor is one of the most important components of the Travel Award program and Task Force mission. As in years past, the mentorship opportunity for travel awardees, early career women and under-represented minorities continues to be an essential part of the annual meeting experience for these individuals, who are early in their research career. We are excited to offer this experience to all early career researchers in attendance this year. As a mentor, you will serve as a guide throughout the meeting, giving the mentee a familiar face to connect with at various functions. This program is not only valuable for our early career researchers, but a rewarding experience for the mentors as well.

ACNP annually selects distinguished young scientists in the field of neuropsychopharmacology to be a part of our Travel Award program. These awards offer an opportunity to attend an outstanding scientific program in clinical and basic research on brain-behavior-drug interactions; become aware of the most recent, and often unpublished, advances in psychopharmacology; and meet and interact with internationally distinguished researchers and scientists.

### **WHO CAN BE A MENTOR?**

ACNP members, fellows and associate members can be mentors.

### **WHO ARE CONSIDERED MENTEES?**

#### **ACNP Travel Awardees:**

The Education and Training Committee coordinates the processes and activities of the Travel Award program by securing grants, solicit applications for the awards, select speakers for the Travel Award events and many other facets of leadership in developing future leaders in the field of neuropsychopharmacology.

#### **Early Career Women:**

The Women's Task Force: coordinates the initiatives of Early Career Women by defining ways to incorporate and advance young women in the College.

#### **Under-Represented Minorities:**

The Under-Represented Minority Task Force coordinates the initiatives of Under-Represented Minorities by promoting diversity within the College at all levels.

### **PLEASE NOTE THE FOLLOWING EVENT DATES AND TIMES:**

**Please considering coordinating attendance to these events with your mentee. If your mentee is a travel awardee, attendance is required.**

#### **Travel Award Reception**

Saturday, December 2, 6:30 pm – 8:00 pm

**Travel Award Roundtable Breakfast**

Sunday, December 3, 7:30 am – 8:30 am

**Travel Award M.D./Ph.D. Trainee Breakfast**

Monday, December 4, 7:00 am – 8:00 am

**Under-Represented Minority Task Force Luncheon**

Monday, December 4, 11:30 am – 1:00 pm

**Under-Represented Minority Task Force Reception**

Monday, December 4, 7:00 pm – 8:00 pm

**Women's Mentees and Mentors Reception**

Monday, December 4, 7:30 pm – 8:30 pm

**Networking Lunch sponsored by the Women's Task Force**

Tuesday, December 6, 11:00 am – 1:00 pm

**Travel Award Luncheon**

Wednesday, December 6, 12:30 pm – 2:00 pm

**ACNP MENTOR-MENTEE GUIDELINES:**

**A Guide to being a Successful Mentor:**

Gauging what mentees want and/or need from a mentor is often difficult. Frequently, awardees and early career investigators have only a vague idea of their career path, making specific mentorship challenging. To assist in building a strong mentor/mentee relationship, mentors should consider the following recommendations. To continue to enhance mentor-mentee interactions, the College will request feedback from mentees annually and will provide an annual report to mentors and to Council.

**Mentor Guidelines:**

1. Prior to the annual meeting, mentors should:
  - a. Establish contact with their mentee(s) by email or phone so you have time to get to know the mentee and understand their career goals and path. Ask the mentee for his or her CV so you can help the mentee decide who to meet at the meeting.
2. During the meeting, mentors should:
  - a. Meet with their mentees on 2 to 3 occasions and venues (e.g. breakfast, lunch, opening reception, posters, etc.) to have the time to get to know their mentee. Mentors should be enthusiastic and engaged with their mentees.
  - b. Introduce their mentee to at least 2-3 senior investigators with similar scientific interests. The senior investigator should be someone who is able to assist the mentee with career development because of their scientific expertise or acumen. When you introduce the mentee, it is helpful to be able to describe in 1-2 sentences who the mentee is currently working with, what their interests are and how the senior colleague might be helpful (if relevant).
  - c. Attend the poster or oral presentation given by their mentee and provide constructive feedback.
3. After the meeting, mentors are encouraged to:
  - a. Maintain the mentoring relationship with at least one follow-up phone call and/or email.

- b. Assist mentees in obtaining invitations to attend future meetings. This may include formulating proposals for oral presentations at the meeting.
- c. Encourage and provide guidance to their mentees on how to join the College and participate in committees.

### **A Guide for being a Successful Mentee:**

Strong relationships with mentors are essential to early career development. Mentees should use the following basic principles as a guide to enhance interactions with their mentors. The College will request feedback from mentors annually regarding the quality and strength of the mentor-mentee relationship to identify barriers to effective mentorship.

### **Mentee Guidelines:**

1. Before the annual meeting, mentees are encouraged to:
  - a. Contact their mentor by phone or email to establish contact.
  - b. Communicate with their mentor, 2-3 members who they would like to be introduced to during the meeting.
  - c. Compose a list of targeted questions and topics they would like to discuss with their mentor during the meeting, keeping in mind the career stage, strengths, and scientific focus of their mentor.
2. During the meeting, mentees are encouraged to:
  - a. Meet with their mentor on multiple occasions (e.g., prior to the opening reception, during a portion of the opening reception for networking opportunities, and breakfast or lunches).
  - b. Meet with their mentor during or immediately after their poster or oral presentation to gain feedback on the presentation.
3. After the meeting, mentees should:
  - a. Maintain communication with their mentor by email or phone calls. If phone calls are scheduled, the mentee should prepare and share an agenda for that call in advance.
  - b. Consult with their mentor about oral presentation proposals for future meetings.
  - c. Consult with their mentor regarding expectations for associate and regular membership.