

Mentoring Roundtable Session Guidelines

for Industry Experts

The primary role of the Mentoring Roundtable sessions is to focus on providing Members and guests access to high-level professional development, with relevant content delivered from a strategic perspective. There is also the opportunity to build valued relationships with Members.

STRUCTURING YOUR MENTORING ROUNDTABLE SESSION

Feel free to structure your session to best suit your requirements; however below is a suggested structure that Leaders has found to work for all parties at the table.

Minutes	Discussion Items
0 - 15 mins (15 mins duration)	Introductions <ul style="list-style-type: none"> Industry Expert to introduce topic for discussion. Industry Expert is to randomly choose each participant to present a short introduction, ensure all get an opportunity. <ul style="list-style-type: none"> Participants are to introduce themselves, sharing Name, Company Name, and one sentence about what they do (20 seconds for each business); To keep participants to their allocated time, the Industry Expert will tap a glass at the 20-second mark.
15 - 30 mins (15 mins duration)	Industry Expert presentation <ul style="list-style-type: none"> High-level content. Strategic perspective. The content is not to be of an operational or personal nature. Expert-driven content to be delivered from a strategic perspective, it will be expected this content is not widely known.
30 - 60 mins (30 mins duration)	Group Discussion <ul style="list-style-type: none"> Industry Expert to ensure each participant has opportunity to make comment. 5 Rules of Engagement <ul style="list-style-type: none"> Keep Q & A brief, state in one sentence. Focus on the topic of the session. Keep the conversation strategic, not operational. Be respectful of each other's time & perspectives. Focus on facts only—not opinions.
60 min mark (At the Close)	Close <ul style="list-style-type: none"> Industry Expert to prompt close and make final remarks



During M.I.E. Roundtable Sessions, Industry Experts should:

- allow the participants to introduce themselves and talk about their challenges and opportunities.
- draw on their skills and expertise, to answer any questions and to assist where possible .
- suggest in-depth operational discussions are continued during Connect Event or a planned meeting.
- refrain from direct selling of any products or services during these sessions