



# IACC Americas Mentee Readiness Information & Resources

## Introduction & Eligibility

The IACC Mentorship Program is a unique opportunity to connect people who share a passion for the meetings industry. It is designed for individuals who would like to build a relationship together as mentor and mentee that will help the mentee improve their skills and be more effective. The goal is to pair an experienced industry professional with another IACC member or hospitality student who wants to broaden their understanding of the industry and take their development to the next level of growth or expansion.

For the mentorship relationship to be successful, it is important that a mentee have both reasonable expectations and an understanding of what the relationship is, and is not:

- Mentoring is not training, social chit-chat, or supervision. It is a unique relationship that takes both participants out of their day-to-day activities, and allows the mentor to help the mentee plan for their future and strategise a plan of action for how they will achieve their goals.
- The IACC mentor's role is not to teach the mentee everything they know and have learned from their years in the business, or to tell a mentee what to do next in their own role and/or business. Instead, the mentor will focus on facilitating strategic discussions that will help the mentee clarify and organise their own thoughts and plans for their role and/or business.
- The mentor relationship is not a crash course in "Meetings Industry 101." It is an opportunity for two industry professionals who both have an understanding beyond the "beginner" level in the industry, to discuss best practices and advice for insuring the mentee's ongoing success.

(If you are just getting started, there are several tools listed on the IACC website, including webinars, guides and videos on IACC that should prove helpful before you get to the stage where a mentor relationship would be productive.)

In order to be matched with a IACC Mentor, we strongly suggest that you have done the following:

1. Attended a IACC Chapter online event, such as an annual conference, webinar or/and regional member's meetings.
2. Been employed at a IACC venue for 1 or more years or hospitality student for more than 6 months.
3. Provide a letter of support from your venue General Manager, faculty or equivalent leadership.



## Mentorship Program Frequently Asked Questions

### ***1. Who determines whether I am ready for a mentor, and who matches me with the appropriate mentor?***

The IACC Mentorship Questionnaire will ask specific questions about your business, your areas of interest, and your goals for a mentorship relationship. Your answers to those questions will help the IACC Staff determine if the time is right for you to be matched with a mentor. They will review available mentors with the intent of matching you with someone whose area of expertise is best suited to your goals. If you are not at the required level necessary to be assigned a mentor, you will be given a list of Industry Resources that will help

### ***2. What is required of me and my business to be assigned a mentor?***

In order to be matched with a IACC Mentor, we strongly suggest that you have done the following:

- Attended a IACC Chapter event, such as an annual conference or/and regional members meetings or webinar.
- Been employed at an IACC venue for one or more years or part of a hospitality program for more than 6 months.
- Provide a letter of support from your venue General Manager, faculty or equivalent leadership.

#### ***How long does the mentorship relationship last?***

At the onset of the mentorship relationship, the mentor and mentee will discuss the goals and timeline for the relationship. A reasonable commitment by both parties should be in the 3 to 12 months.

### ***4. How soon can I be paired with a mentor?***

Often, the demand for a mentor exceeds the current supply of industry professionals available to serve as a mentor. As new mentors become available, you will be paired with a mentor most suited to the needs of the area of expertise in which you feel you need the most assistance.

### ***5. What is my role as the mentee?***

As a mentee, you are responsible for being an active participant in the mentoring relationship, which includes ensuring timely and responsive communication with your mentor. You are expected to follow through on advice, introductions and connections provided to you by your



mentor so that you are doing your part to move your personal development forward with the expertise being provided to you.

***6. What happens if my mentor and I are not compatible in our mentor relationship?***

We understand that there are a variety of dynamics that make some relationships work better than others. Both the Mentor and the Mentee must be comfortable and feel they can establish a rapport with each other in order for the mentorship to be successful. The IACC Staff will be available at any time if you feel you need to consider being matched with a different mentor.

***7. Can I have more than one mentor, in order to gain insight to different areas of expertise related to the meetings industry?***

Unfortunately, we can only assign one mentor to each individual requesting a mentor relationship. We will do our best to pair you with someone who is best suited to address the defined goals that you provide when answering the initial mentee questionnaire.

***8. Are there limits to what I can ask my mentor about the industry, their business, or other companies within the industry?***

Anti-trust Guidelines prohibits discussions regarding pricing, competition, bidding practices, or allocation of customers or markets (IACC will provide the full Antitrust Statement to you and your mentor). Further, the Mentee should understand and expect that the Mentor can choose to not answer questions that would require them to disclose proprietary information related to their own business, customers, clients, or product lines. In turn, the Mentee can choose not to answer questions related to the same topics. Boundaries regarding these topics should be discussed at the onset of the relationship.

***9. What results can I expect from the mentorship?***

Because mentoring is about human relationships, it can be difficult to quantify or measure with hard data. IACC's goal for its mentorship program is that the mentor will help the mentee develop specific skills and knowledge that will enhance their professional and personal growth, and provide better understanding of the meetings industry and conference venues.



**10. How can I make the most of my mentoring relationship?**

Open communication is the key to a successful mentor/mentee relationship. Throughout the mentoring relationship, you should be speaking with your mentor about whether or not you are fulfilling the goals set out at the beginning. You will also be asked by your mentor to provide feedback on your experience throughout the mentoring relationship

Any other queries related to the IACC Mentor Program can be emailed to [info@iacconline.org](mailto:info@iacconline.org) and a member of the IACC staff will contact you.

**11. How do I apply to participate in the IACC Mentorship Program?**

You can complete an online application form at <http://www.iacconline.org/mentoring-program>

Please also send an email with a letter of support from your General Manager, faculty or equivalent leadership to [info@iacconline.org](mailto:info@iacconline.org)

Any other queries related to the IACC Mentor Program can be emailed to [info@iacconline.org](mailto:info@iacconline.org) and a member of the IACC staff will contact you.