

Guidelines CiE 2014 Mentorship Programme "Women in Computability"

These guidelines are intended to help both mentors and mentees who are involved in the CiE 2014 mentorship programme.

- Some time before the conference, the mentor contacts the mentee by mail introducing herself and asking about the mentee's background, her expectations from the programme and the conference. A first meeting is set, preferably on the first or second day of the conference. It would be good if the mentor also knows when the mentee gives her talk in order to attend it, and vice versa.
- The first meeting between mentor and mentee is mainly aimed at the mentor and mentee becoming more acquainted with each other. It is recommended that, prior to this first meeting, the mentee has written down some of the issues she definitely wants to discuss with the mentor and indicates to her mentor what she expects from the programme (and conversely). It is important that the mentor feels free to share her experiences and what she has learned with the mentee and that the mentee feels relaxed enough to share her most important concerns with her mentor. To this end, it is important to also plan a second meeting at the end of the first during which mentor and mentee will be more acquainted with each other.
- On Tuesday 24, mentor and mentee meet again during the Women in Computability workshop and the WiC dinner. During this gathering mentors and mentees can share their experiences with the other participants in the WiC workshop.
- During the second meeting, mentor and mentee can discuss career issues in more detail. We hope that, after this second meeting, *both* mentor and mentee have gained something from this experience and that they will continue to share their experiences after the conference.
- We might have one last (informal) gathering with the whole group towards the end of the conference, to discuss the general experiences at the conference and to evaluate the programme.