

Dear Team Leads,

Please bookmark this email with the instructions and important details to book the Mentor Consultation sessions for this year's Institute.

There are two time slots of 30 minutes each available each day:

- June 17
  - 5:15 p.m. - 5:45 p.m.
  - 6:00 p.m. – 6:30 p.m.
- June 18
  - 11:15 a.m. - 11:45 a.m.
  - 12:00 p.m. – 12:30 p.m.

Please click on the Mentor's Calendly link for the day you'd like to book your consultation session:

- Eric Castillo
  - June 17: https://calendly.com/ict26-castillo/consultation-jun-17
  - June 18: https://calendly.com/ict26-castillo/consultation-jun-18
- Eric Ford
  - June 17: https://calendly.com/ict26-ford/consultation-jun-17
  - June 18: https://calendly.com/ict26-ford/consultation-jun-18
- Khayree Williams
  - June 17: https://calendly.com/ict26-williams/consultation-jun-17
  - June 18: https://calendly.com/ict26-williams/consultation-jun-18
- Leslie Lewis
  - June 17: https://calendly.com/ict26-lewis/consultation-jun-17
  - June 18: https://calendly.com/ict26-lewis/consultation-jun-18
- Sharon Stroye
  - June 17: https://calendly.com/ict26-stroye/consultation-jun-17
  - June 18: https://calendly.com/ict26-stroye/consultation-jun-18
- Susan Womack
  - June 17: https://calendly.com/ict26-womack/consultation-jun-17
  - June 18: https://calendly.com/ict26-womack/consultation-jun-18
- Tessa Updike



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June 18: https://calendly.com/ict26-updike/consultation-jun-18

Please note that Calendly will automatically adjust the available times to your device's time zone.

Follow the instructions below once you are on the mentor's specific day link:

1. Click on the day, and a right-hand bar will be displayed.

   a) Choose the time slot of your preference.
   b) Click on the "Next" blue button.

2. The details page will open next.

   a) Fill out your "Full Name" and "Email".
   b) Click the "Add Guests" button under the "Email" text box.
   c) Add the email addresses of your team members.
   d) Type your "Institution Name" in the next text box.
   e) Click on the "Yes" box where you agree to communicate the session details to your team
   f) Click on the "Yes" box that states you're aware that this is a 25-minute session and your team should join with a prepared list of questions, priorities and/or topics to discuss.

3. Click on the "Schedule Event" blue button. You and your team members (if included on step 2.b) will receive an automatic calendar invitation with the Zoom details. Kindly note that Mentors will use the same Zoom link for all their 4 time slots. While there is a 5-minute buffer time between time slots, it's up to them to have the waiting room enabled. By joining before your booked time, you'd abruptly join someone else's session.