

Speed Mentoring Event Toolkit



Table of Contents

1.	Overview	3
2.	The quick guide.....	4
3.	Setting the scene	5
4.	Developing the event.....	6
5.	Registration of delegates	7
6.	Marketing your event	8
7.	The event itself	9
8.	Post event activities.....	12
9.	Contacting SFEDI.....	13
Appendix 1 - Registration of delegates (sample questions)		14
Appendix 2 - Communications prior to the event (sample emails)		15
Appendix 3 - The welcome presentation (template)		16
Appendix 4 - Mentoring record sheet (example).....		17
Appendix 5 - Table plan (sample)		18
Appendix 6 - Feedback questionnaire (template)		19

1. Overview

About this guide

This Speed Mentoring Event Toolkit, developed by the Small Firms Enterprise Development Initiative (SFEDI), aims to provide an 'off the shelf' guide for organisations that would like to run a speed mentoring event to connect mentors and businesses. It provides a generic format for a speed mentoring event, associated communications, and some ideas for additional activities to support the event. It starts with a [quick guide](#) to give you an overview of what's involved and then goes into much more detail about the considerations for each element of the event.

SFEDI has developed this guide to encourage more organisations across the UK and beyond to deliver mentoring events and similar activities. If you benefit from the information we've provided here we would love it if you gave us a small credit in your event communications. Also, it would be fantastic if you helped us build on this guide by letting us know how the event went for your organisation and, of course, we'll credit you in this guide too.

The SFEDI Group of companies deliver enterprise learning, qualifications and projects across the UK, please [get in touch](#) if you'd like to discuss any ways we can collaborate or support your enterprise activities.

We wish you every success with your speed mentoring event.

How this guide came about

Throughout February and March 2013, SFEDI worked in collaboration with the British Bankers' Association (BBA) to run a series of Meet A Mentor events across England to bring together volunteer mentors, that had completed the Government funded 'Introduction to Enterprise Mentoring' training as part of the Get Mentoring scheme, with businesses looking for a mentor. The objective was to bring together 50 mentors and 50 mentees at each event and create an opportunity for each delegate to meet at least five connections that could lead to future mentoring relationships.

As well as the benefit of creating connections, running the events also provided an opportunity to raise the profile of mentoring and encourage all businesses that became aware of the events to consider sourcing a mentor.

There was an extremely strong demand for the events from mentors and businesses looking for mentors and therefore an event could generate a great of interest amongst your business community. To tap into existing networks and generate a similar level of interest see the 'Identifying partners and sources of support' section.

The benefits of Speed Mentoring

An enterprise mentor supports a new or existing business owner as they develop themselves and their business. Excellent mentoring relationships are a two way relationship built on trust - with both parties learning new things from the other.

Mentoring relationships develop in many ways. Some evolve over time, such as an employer turning into a mentor as the employee leaves to set up their own business. Others may be the result of a chance meeting at a networking event where they find a common interest in each other's business objectives. Other relationships may be the result of a detailed matching process organised by a formal mentoring scheme which often take into account background, future aspirations and personality.

A speed mentoring event could potentially support all of these approaches. It could kick start connections that build over time, create chance meetings which lead to mentoring relationships very soon afterwards, and for formal schemes speed up the resource intensive matching process by enabling mentors and businesses meet many potential matches in a short period of time. A short meeting can often be enough time for people to decide whether there is enough of a connection to take the conversation further.

For organisations new to mentoring, organising a speed mentoring event can also help the team gain a better insight into the mentors and businesses interested in mentoring in its community, and for all organisations, the process of promoting the event can raise the profile of wider mentoring and business support services.



2. The quick guide

There are lots of ways to approach the organisation of a speed mentoring event, and this toolkit provides details on the options open to you along the way. Before getting start, here's a quick guide on the key steps to go through.

STEP 1: Decide on the **objectives** (these may include):

- To support the development of a target number of mentoring relationships
- To promote the benefits of mentoring
- To understand more about businesses engaged in mentoring in your region/sector

STEP 2: Select a target audience:

- d. recruit appropriate [mentors](#)
- e. enlist potential [mentees](#)
- f. [identify partners and collaborators](#) to support the event

STEP 3: Plan event structure:

- set time and date
- establish a venue
- arrange for refreshments

STEP 4: Invite the mentors and mentees:

- Upload event invite onto your own website or Eventbrite
- Create an [online registration form](#) or a single point of contact for registrations
- Email potential delegates to promote the event
- Email partners to ask them to promote the event
- Send confirmations and a [reminder to registered delegates](#) one week and a couple of days before the event and ask them to let you know if they can no longer attend.

STEP 5: Develop the event format

- A [welcome and introduction to mentoring](#)
- An explanation of the process, objectives and outcomes
- The [speed mentoring](#)
- Informal networking
- [Optional extras](#) to support connections

STEP 6: Event preparation

- Print delegate sheets with allocated name, number and description
- Print badges with name, number and mentor/mentee signifier
- Decide what additional [materials and resources](#) to provide.

STEP 7: Gather feedback and evaluate the event

- a. Decide what you want to assess and how you will measure connections made
- b. Send out a [post-event survey](#)
- a. Use results to modify future speed mentoring events and measure return on investment.



What budget do you have to allocate for the event?

Working with venue, catering and promotional partners can keep costs down.

Timings and agenda

This could be run at any time of day depending on your target audience, budget and other influences. For instance between 1pm-4.30pm to reduce catering costs, or in the evening to create a more social feel. We got some feedback from delegates asking for it to be a much longer event, with the opportunity to meet even more people on the day, therefore if you think this would work for your delegates it's worth considering.

A speed mentoring event can be run in a large room set out 'cabaret style' with 8-10 delegates on each table or with long tables where the mentors and businesses face each other. Once the speed mentoring starts it can quite a noisy event and therefore room to spread out and good acoustics can help. The room needs to be spacious enough to allow for delegates to comfortably move around too.

Venues that can work include hotels, football clubs, colleges, libraries, conference centres and business parks, or you could explore more alternative venues like wine bars, independent cinemas and museums which can add an extra element of interest when promoting the event and work as an ice breaker for delegates too.

A minimum requirement is likely to be tea, coffee and biscuits on arrival. If the event runs over a meal time delegates are likely to expect to be catered for, if this isn't the case, or you are giving them a break to purchase their own lunch, it's a good idea to make this clear in the event communications.

Feedback from previous speed mentoring has shown that nearly 44% of delegates felt that catering was 'Essential', and 40% considered it to be 'a nice extra, but not essential'. Only 20% said they 'hardly noticed it', 'it was not required at all' or gave no answer.

A networking period with lunch or snacks can certainly help people feel more comfortable and engaged, however it doesn't have to be the most expensive option to be effective.

Working in partnership can be a great way to increase awareness of the event, reach a new audience and reduce expenditure. There are also some useful sources of support to promote your event too. Some ideas are:

To source mentors:

- Contact the IOEE (info@ioee.co.uk) to promote your event to volunteer mentors that completed the Introduction to Enterprise Mentoring training as part of the Get Mentoring scheme (www.getmentoring.org)
- Contact a mentoring organisation on Mentorsme (www.mentorsme.co.uk) to build a partnership with a mentoring organisation in your region or sector that be interested in collaborating on an event and may have links with mentors and businesses interested in getting involved.
- You can also contact the Local Enterprise Partnership, Chamber of Commerce, local business networks , FSBs, Local Authorities amongst others, as they may run a mentoring scheme or simply be interested in encouraging the established business owners in their to mentor other local businesses.

To source businesses looking for mentors:

- Develop a partnership with a regional organisation that has strong connections with the kind of businesses you aim to support. As above this might be the LEP, Chamber of Commerce, FSB, FPB, or another well regarded regional business network.
- The Institute of Enterprise and Entrepreneurs also has a large affiliate membership of those running new or growing businesses, email info@ioee.co.uk to promote your event to IOEE members.
- Build a partnership with an organisation with a particular focus area, such as one supporting female led businesses, young entrepreneurs, or over 50 as this may also attract a similar sign up from mentors with an interest in working with businesses in this area.

To promote the event:

- A media partner such as the local paper, online business site or business magazine may be interested in promoting the event in exchange for content and increased profile amongst a new business audience.
- A venue partner may offer the venue in exchange for being credited in the promotional activity.
- A funding partner, such as a LEP or local council, who may contribute to the costs or organisation if the outcomes also match their own organisation's objectives.

Partners can be recognised for their support by including their logos on the sign up page, email promotions, event handouts and presentations.

5. Registration of delegates

Gathering the right data

Before promoting the event decide the best way for people to register. You might prefer to get them to respond direct to one individual, however this can be quite a large admin task particularly if you aim to gather a fair bit of information from delegates prior to the event.

Alternatively you could use a free online tool such as Eventbrite to manage all of the delegate data in one place. This can also be useful as a tool for gathering the required information from delegates at sign up stage and for keeping an up to date record of delegates. Eventbrite can also manage communications with delegates in the run up to the event and a waiting list should your event oversubscribe.

Sample questions for the information you might require from people at sign up are in [Appendix 1 - Registration of Delegates](#) . These questions will clearly change depending on your objectives for the event and the delegate criteria.

Depending on the objectives and sources of funding you may choose to charge delegates to attend, a financial commitment can sometimes useful as a way to make people less likely to drop out on the day. If this is the case it can be built into the sign up process and a tool like Eventbrite can again support this.



Communications with delegates - before the event

As a guide, these are the key points at which to send an email communication to delegates:

- Confirmation of their registration at point of sign up
- Reminder 2 weeks before - encouraging people to let you know if they can't attend
- Reminder 1 week before - with agenda and as above
- Reminder 48 hours before - parking, access, what to bring.

Sample emails for all of these are in [Appendix 2 - Communications prior to the event](#).

The delegate list - what to include

As people start registering you will be gathering the data for the delegate list. You will need to decide what information to share about individuals on the delegate list on the day. For the Meet A Mentor events we collated the first name, surname and the short business/expertise description into a delegate sheet and handed this out on the day.

You might decide to go for less info and let people learn about each other solely based on the speed mentoring, or could include more info such as location and key sectors. Your approach will probably depend on your objectives for the event. If you want to share contact details you will need their consent prior to the event and it is best to do this at sign up stage.

We also numbered all of the delegates on the delegate list in order for people to find it easy to make a note of numbers instead of names during the speed mentoring, enabling them to refer back to the delegate list later.

The delegate list - send before or hand out on the day?

Many delegates prefer to have the delegate list prior to the event to have time to work out who they would like to connect with on the day. This can be a great idea, but a few things to consider are:

1. If people see the list in advance they might be more reluctant to get involved in the speed mentoring as they have had time to select people they would like to meet beforehand. There may be ways around this by communicating opportunities for people to meet those they have identified on the list during a longer networking period at another point in the event. We have shared a few ideas on how to facilitate this in 'Other ideas for supporting connections'.
2. If a mentor or mentee doesn't find anyone of immediate interest to them in the delegate list, they may be more likely to drop out of the event.
3. If you send out names prior to the event people may do some pre event research on individuals online. You can get around this by sending out a list with only the delegate number and description.
4. The list may change on the run up to the event if people drop out at short notice.

There are pros and cons of both approaches and your decision will probably be based on your objectives and audience.

6. Marketing your event

Finding the right partners and collaborators can help to achieve the main sign up for your event. However, it's likely that some additional promotion of the event will be required.

Some ideas for potential marketing channels to help promote your event are:

- Mentorsme.co.uk - send details to media@betterbusinessfinance.co.uk to request for your event to be listed on the site.
- Mentoring and Enterprise Monthly - email details to info@ioee.co.uk and ask if it can be included in the next edition.
- Gov.uk - add your organisation to the list of event organisers at www.gov.uk/events-finder and add your event to the site.



- Eventbrite - If you use Eventbrite to manage your event, be sure to make your event 'public' so that it can be found by anyone looking for business events in your region.
- Facebook - add the event to your organisation's Facebook page encourage followers to share with their networks, if you have a promotional budget you can boost the reach of the event.
- Twitter - create a tweet schedule, aiming for two a day, with statements about mentoring and a link to the event. A tool like HootSuite or SproutSocial can help.
- LinkedIn - share information about the event in your organisation's LinkedIn page and post in groups interested in mentoring and business.
- Regional business clubs and networks - Email a short description about your event and ask if they would be happy to add it to their website, newsletter or tweet about it.
- Hashtags - Encourage signed up delegates to tweet about the event once they've signed up by adding a hashtag to your communications, such as #speedmentoringevent.
- PR - Use an existing positive case study about mentoring, along with the event details and good accompanying photo and send it to the business desk of your regional paper. Invite the journalist to attend too if they would like to find more stories of new and growing businesses benefitting from mentoring from established business people in the area.

7. The event itself

The event areas

Registration desk	Badges and delegate sheets
Cloakroom	Providing a place for coats and laptop bags can remove obstacles in from the tables during the speed mentoring part of the day.
Presentation area	Presentation on laptop (first slide can be the table plan of the room with delegate numbers on) projector, microphone, stopwatch, whistle
Delegate tables	The tables are laid out alternately with mentors and mentees, an even amount on each table. Each table setting has a speed mentoring record sheet, pocketbook, badge, pen, water and a table number.
Catering /networking area	Refreshments, leaflets and flyers of interest Potentially photo wall or mentoring grid if used.

The event team

The various roles you may need to support the event are:

- Two people to register delegates as they arrive.
- Someone to open the event, present the mentoring role and set expectations for the day
- A facilitator to manage the speed mentoring session
- Supporting facilitators to support the movement of people during the speed mentoring session.
- A time keeper

Some of these roles can be doubled up, however for an event of 100 people, aim to have at least 4 people supporting the event. It's useful if more than one of these people is able to present and facilitate the event so that an absence or illness isn't a large risk factor for the event.

The resources

- Delegate sheets given out on arrival (with delegate number and description)
- Delegate list to tick off delegates as they arrive
- Delegate badges (with number and Mentor/Mentee printed largely on the badge)
- The welcome presentation ([Appendix 3](#))
- Speed mentoring record sheets for each delegate ([Appendix 4](#))
- Pens for each delegate



- Whistle (or alternative)
- Stopwatch

Optional resources are:

- Mentor/mentee button badges
- Mentor/mentee matching grid
- Mentor/mentee pocketbooks*
- A table plan to help people find people they're interested in connecting with on the delegate list
- A photo wall on arrival to make it easier for delegates to find each other throughout the event
- A connection grid to help people connect with others on the day.

*Hard copy pocketbooks are available to order from SFEDI.

The event running order

This is based on an event running from 10am - 1.30pm.

10.00	Delegates arrive	<ul style="list-style-type: none"> - Receive badge and delegate sheet - Signpost to a mentor or mentee seat - Tick off on the master delegate list
10.30	Introduction and welcome	See a potential presentation template in Appendix 3 .
11.00	Speed mentoring	See 'How to run the speed mentoring session' below.
12.00	Lunch and networking	See 'Other ideas for supporting connections' later on in this chapter.
13.30	Close	If delegates leave before the end of the networking time it's useful to take a note of these in case other delegates are still trying to find them.

How to run the speed mentoring session

The idea of this session is to bring together chance pairings for a short time and enable them to 'test out' potential mentoring relationships that they may want to pursue later.

If people have had time to look at the delegate list in depth they may be keen to meet certain people. Reassure delegates that they will be able to seek out particular people later in the day, or may even meet them during the speed mentoring, however this session is primarily designed to get everyone in the mentoring mindset and enable several chance meetings that often reveal surprising synergies.

The speed mentoring can be organised as follows (and again you may choose to adapt this depending on your audience):

1. Each speed mentoring session lasts 8 minutes.
2. There is a 2 minute 'changeover' time between each session.
3. Ask all of the mentees to stand up and make their first move*.
4. At the start signal - we used a whistle - mentees turn and talk to the mentor on their right.
5. When they hear the signal again, this indicates that you have 30 seconds to wind up your conversation, make notes on the record sheet and exchange business cards, etc.
6. The final sound signal indicates the end of the session.
7. Ask that delegates are then quiet to hear the next moving instructions.
8. Once people are settled the next session will begin.
9. The objective is to fit in 6 sessions in one hour.

The stage of the session can be supported visually with stop/go/move slides too.



*As delegates will have already spent some time getting to know people on their table since arrival, it can be a good idea to start with a table move (table 1 to 2, 2 to 3, etc, not forgetting that the last table will move to table 1).

Once they are on a new table you can ask them to talk to the mentor on their right, and then move clockwise around the table. Suggest table moves when mentees have talked to all mentors on the table. You could of course ask mentors to do the moving instead.

Dealing with uneven numbers

It is extremely difficult to ensure an even match of mentors and mentees on the day. On the run up to the event you can encourage delegates to inform you if they can't attend, and release places to either mentors or mentees on a waiting list. However even an exact match on morning of the event doesn't guarantee a 100% attendance rate on either side.

There are a few approaches to deal with people with no one to talk to during the speed mentoring sessions:

- **Ask them to raise their hand:** even with the best efforts it's hard to get an exact match of mentors and mentees on each table. If people can let you know if they're stranded you can bring people together from different parts of the room.
- **Set expectations:** tell people that there may be times during the session that they don't have a connection and during this time they can grab a coffee, read the delegate list, take notes or take a comfort break.
- **Bring in the team:** ask the team members to get involved as required. They can have a 'speed meeting' during a few of the sessions to help the mentor or mentee find out more about the mentoring activities of your organisation.
- **Get others involved in the event:** If you have invited partners and collaborators to attend ask up front if they'd be interested in getting involved in the speed mentoring session.
- **Encourage peer to peer mentoring:** If there are more in one grouping than another, encourage them to get to know another mentor/mentee to share best practice and discuss challenges.

Other ideas for supporting connections

Table numbering

If delegates are allocated to a specific table on arrival, once the networking has finished, ask everyone to return to their 'home table' where they can potentially be found by someone that has spotted them on the list. You can then split the remaining networking time into 'mentors look for mentees' and 'mentees look for mentors' to assist with this.

The mentor / mentee grid

Another potential tool is a large grid where mentors and mentees can mark individuals they'd like to make contact with. This has mentor delegate numbers across the top and mentee numbers down the left hand side. Delegates make a cross in the box that corresponds to their number and the number of the person they would like to meet. You can then allocate networking time for 'mentors to find mentees', or vice versa so that people can find those they're interested in or have expressed an interest in them. It's a good idea to combine this activity with the table plan, so people can find each other more easily.

The photo wall

This can be a nice icebreaker as well as a way of helping people find those they're looking for. Using a Polaroid camera take a photo of every delegate on arrival. Write their delegate number on the photo and arrange by mentor and mentee and then by delegate number. During the networking periods people can refer to the photo wall if they need to get a clue about the person they're seeking.



8. Post event activities

The feedback questionnaire

You could hand out feedback questionnaires on the day, but people can often rush their answers or they get lost in the post event networking. It also means that someone has to type up responses afterwards.

Alternatively, send delegates a digital questionnaire shortly after the event using online software such as Survey Monkey. This enables you track an individual's response from their email address and analyse responses.

The feedback questionnaire should be designed with clear objectives about what you aim to learn from the findings. This can include quantitative findings so that you can develop stats like 'percentage of connections made' and 'percentage of people who thought the event exceeded expectations', and qualitative findings, such as quotes from delegates saying how useful they found the event or why mentoring is important for their business.

For a potential template to use as a starting point see [Appendix 6](#).

Post event communications

To maximise the awareness raising activities after the event take photos of the event, using a professional photographer if possible, and write a press release about the day.

This can celebrate the success of the day, include quotes from your organisation, a mentor, and a mentee, and inform people how they can get involved in future activities.

A few weeks after the event you could also follow up delegates and write up case studies of successful mentoring relationships for your own communications and other media channels. Please feel free to send any case studies to the IOEE as we may be able to include them in [Mentoring and Enterprise Monthly](#).



9. Contacting SFEDI

We hope you have found this toolkit a useful resource for developing a speed mentoring event. The SFEDI Group delivers projects, qualifications and learning in the world of enterprise. Please get in contact if you would like to discuss any ways we can support your enterprising activities.

[The Institute of Enterprise and Entrepreneurs](#) - The online learning institute for enterprising people.

SFEDI Awards - The awarding organisation for enterprising qualifications.

[SFEDI Solutions](#) - Research and best practice knowledge sharing in enterprise learning and support.

Enterprise Inside - Projects to build the enterprising skills of organisations and individuals.

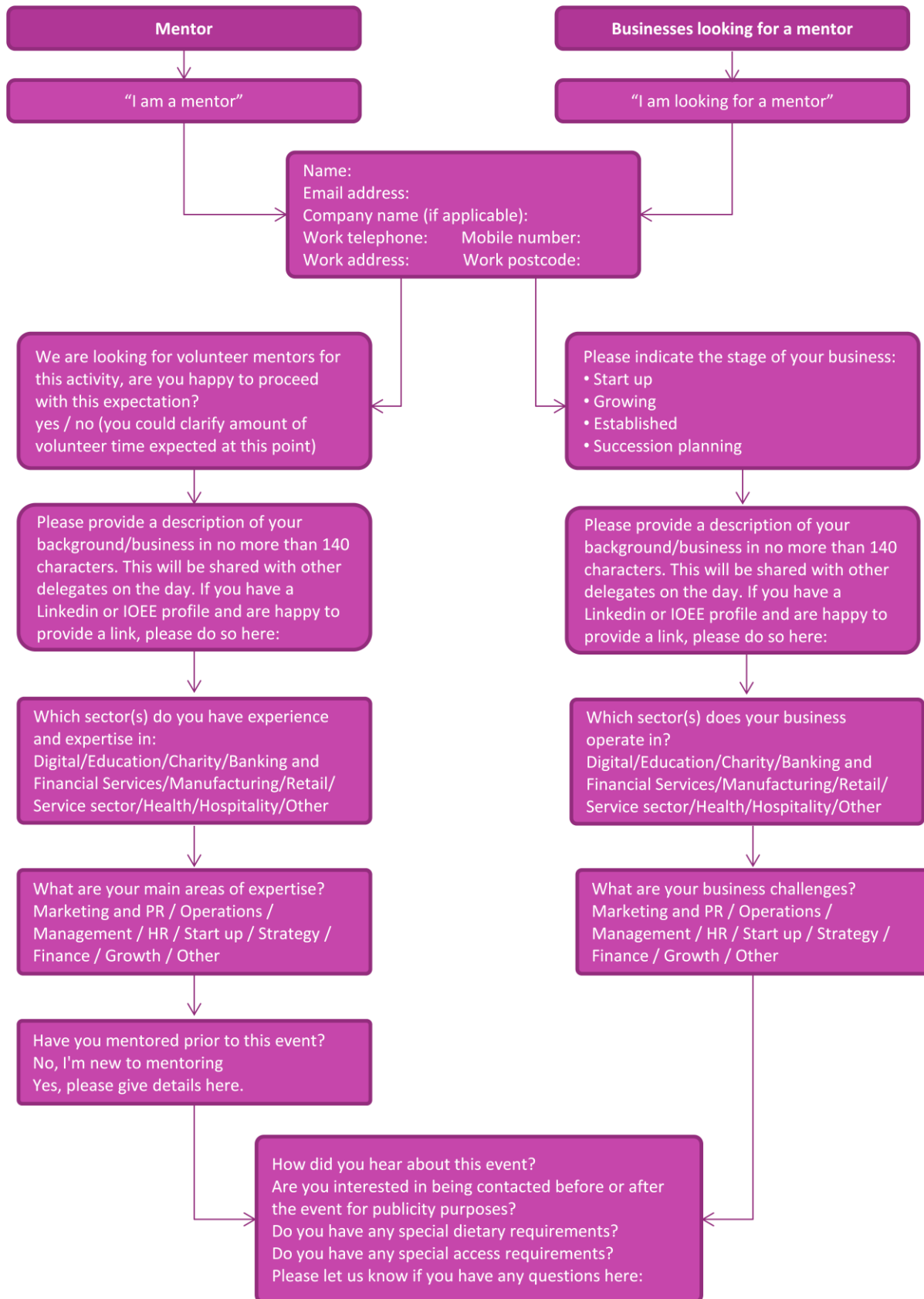
The Meet A Mentor events and this toolkit were developed by Sophie Hardwick at SFEDI. Please feel free to get in touch with feedback about this toolkit and/or questions about future events:

Email: sophie.hardwick@sfdi.co.uk or call 07904 304750.



Appendix 1 - Registration of delegates (sample questions)

These questions are just suggestions and you may prefer to collect less information or to know more from delegates at sign up. These questions allow for slightly different questions depending on ticket types.



Registration confirmation

Reminder 2 weeks before

Otherwise, please assume your place is secured and we very much look forward to meeting you on the day.

Reminder 1 week before with agenda

An agenda for the day is below. Please could we request that you arrive promptly so that we can have time to register everyone before the welcome.

- It's a relaxed and informal event and our hope is that its energetic format will result in some useful contacts for your business. Please feel free to contact me by return email if you have any questions.

Kind regards,
{event contact}

Appendix 3 - The welcome presentation (template)

The presentation will be bespoke to your organisation and event, however a starting point in terms of structure is below. The mentoring resources still available on www.getmentoring.org could be a useful source of information if you want to develop the mentoring content in the presentation further.

Slide one	Overview
	Housekeeping Timings for the day / overview of what's planned Thank you for partners and collaborators
Slide two	The objectives
	The objectives for mentees <ul style="list-style-type: none"> • To meet a number of potential mentors • To find out more about how mentoring can help them • To learn more about how to link into mentoring in the region/sector The objectives for mentors <ul style="list-style-type: none"> • To meet a number of potential mentees • To learn more about the mentoring role • To learn more about how to link into mentoring in the region/sector
Slide Three	The mentoring role
	<i>What is a mentor?</i> A sounding board, a listener, an inspiration, a fresh pair of eyes, a supporter. A mentor shares their skills, knowledge and experience. <i>What isn't a mentor?</i> A consultant, a therapist, a business advisor, a trainer, a counsellor a coach. A mentor isn't there to provide the answers but to support the entrepreneur on their journey.
Slide Four	Expectations for the day
	To meet a number of new connections To meet one or two people to connect with after the event To learn more about mentoring
Slide Five	What will happen after today
	If you meet someone of interest - get in touch If it's appropriate, consider a mentoring relationship Use available resources to support your mentoring. Contact us if we can help.
Slide Six	The ground rules
	Please listen to the instructions provided to ensure you get the most out of the networking opportunities presented today Importance of being open minded and listening No need to rush as conversations can be followed up afterwards Only share information that you are happy to share Treat information shared in a confidential way Don't try to 'sell' your services as the focus today is on mentoring Have fun.....
The speed mentoring - a 'Go' and 'Stop' slide to assist with the speed mentoring.	
Slide Eight	The round up
	Congratulations on having met and exchanged contact information with so many people Information on how much time is now left for networking, lunch and refreshments Explanation of the tools that have been provided to help people connect with those they haven't met on the delegate list.
Slide Nine	And finally . . .
	A reminder about how to connect after the event A reminder of the role the organisation will play in supporting mentoring relationships after the event. Information on the feedback form that delegates will receive after the day. Encourage them to continue mentoring process A thank you for everyone taking part and the venue and team for supporting



Appendix 4 - Mentoring record sheet (example)

This can be an A4 sheet where delegates can make a note of their connections. It only needs to collect the name, delegate number and a small space for notes for 10 connections. They might only meet 6 during the speed mentoring, however it's useful to allow space for more connections made during the networking.

An image of a potential way to lay this out is as follows:

1	Name: Notes	No:
2	Name: Notes	No:
3	Name: Notes	No:
4	Name: Notes	No:
5	Name: Notes	No:
6	Name: Notes	No:
7	Name: Notes	No:
8	Name: Notes	No:
9	Name: Notes	No:
10	Name: Notes	No:



Appendix 5 - Table plan (sample)

Creating a table plan like this one below, allows delegates to have a 'home table' which they can return to during the freestyle networking so that others can find them more easily.



You can adapt this questionnaire to suit your own organisation's objectives.

1. Did you attend the event as a mentor or mentee?
2. What was your main reason(s) for attending the event?
 - To find a potential mentor
 - To find a potential mentee
 - To learn more about mentoring
 - To share best practice
 - To meet some interesting new contacts
 - To gain new business
 - Other (please specify)
3. Were these objectives achieved?
4. How useful would you rate the communications you received prior to the event in providing an understanding of the what the event entailed?
 - Extremely useful*
 - Very useful
 - Moderately useful
 - Slightly useful
 - Not useful at all
 - Other (please specify)
- *These options can be provided each time a question asks how useful an activity was
5. How many potential mentoring relationships did you form at the event?
6. How many of these potential mentoring relationships do you expect to have future contact with?
7. If you didn't meet a potential mentor or mentee, what are the reasons for this?
 - Didn't meet appropriate person
 - Didn't get chance to get to know anyone well enough
 - Not sector specific enough
 - Didn't meet enough people
 - It was not my main reason for attending
 - Other (please specify)
8. How many other new connections (not mentoring relationships) did you make at the event?
9. What type of other business connections did you form at the event? (please tick all that apply)
 - Peer support
 - Sharing of best practice
 - Mutual business interest
 - Potential investment
 - Other (please specify)
10. How useful did you find the 'Welcome' Presentation in preparing you for the event?
11. How useful did you find the facilitated speed mentoring session?
12. What are your thoughts on the amount of time that was given for each connection?
13. How useful did you find the Delegate List & Summary given out at the beginning of the event?
14. How useful was the time available for networking after the event?
15. What else could be provided to support the networking time?
16. In terms of your expectations was the event better than what you expected, worse than what you expected, or about what you expected?
17. Overall, how would you rate the event?
18. How would you rate the overall organisation of the event?
19. What did you like about most about the event?
20. What is the main thing could be changed to enhance its effectiveness at bringing mentors and businesses together?
21. How likely are you to recommend the event to a friend?
22. Do you have any further comments about the event?