



NORTH AMERICAN PERFORMING
ARTS MANAGERS and AGENTS

NAPAMA

GUIDE TO MENTORING

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Created with assistance from materials provided by Arts Midwest, Arts Northwest and WAA by
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www.napama.org

FOR NEW COLLEAGUES

If you are new to the field, a first-time Conference attendee, or a first-time Showcase Producer, join the New Colleague/Mentoring Program, geared toward helping you make the most of your first experience at a Conference.

PRE-CONFERENCE:

1. Sign up for the program when you register for the Conference.
2. You will be matched with a mentor who is a veteran of the field and the Conference, so you can ask questions and prepare to make the most of your Conference/Showcasing experience.
3. Go to the Conference website and read all of the information on the site.
4. Go over all of the New Colleague/Conference materials sent to you in advance.
5. Prepare a list of questions/concerns regarding preparing for a conference, setting up meetings, exhibits and exhibiting, working the exhibit hall, showcase preparation, showcase set-up and showcase promotion, or general Conference protocol to discuss with your assigned mentor.
6. Your mentor will contact you before the Conference. Please respond promptly. If you don't hear from them, feel free to contact your mentor.

AT THE CONFERENCE:

1. Plan to attend the New Colleague Orientation Meeting and connect with your mentor there.
2. Plan to attend any and all events specifically intended for New Colleagues, e.g. New Colleague mixer or other social events, New Colleague reconnection meeting, etc.
3. Plan to tour the Exhibit Hall/Marketplace with your mentor prior to Exhibit Hall/Marketplace opening.
4. Ask questions of your mentor or any mentor and/or Conference staff.
5. Read and be respectful of the NAPAMA Ethical Guidelines provided to you.
6. Volunteer if you feel up to it – it's a great way to connect.

POST-CONFERENCE:

1. Be sure to contact your mentor and offer thanks.
2. Follow up with people you met at the Conference

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