

# A Brilliant Civil Service



## Spot Mentoring

**Thank you for signing up to be a Spot Mentor at Civil Service Live 2019!**

### What do you need to do?

- Please block out your mentoring slot in your diary
- Share the opportunity with your colleagues and ask them to sign up too
- Set a reminder to register as an attendee to Civil Service Live when registration opens in April 2019

### What happens next?

We will be in touch by email a few days before your scheduled mentoring slot to share a short briefing document with you to let you know what's expected of you on the day.

You will also need to register your attendance as a delegate on the main Civil Service Live registration site if you haven't already done so.

If you find you are no longer able to support the spot mentoring sessions, please log back into Eventbrite and amend your registration. (You will need a password to access your ticket(s). This is an individual password that you will have chosen. If you can't recall the password, please tick the box on the Eventbrite log-in page to ask them to send you a new password.)

### On the Day

You'll need to make your way to the spot mentoring area 10 minutes before your scheduled session, and the team there will show you to your seat and will bring each of your mentees over to you when you're ready.

Thank you,

The Civil Service Live Team