ICCB 2025 Mentorship Guidelines

Purpose of the program

The Society of Conservation Biology's 32nd International Congress for Conservation Biology (ICCB 2025) Mentorship Program is designed to support conference participants whose first language is not English in improving their presentation skills and confidence for the ICCB 2025 to be held in Meanjin (Brisbane), Australia in June 2025. Mentees will receive support from mentors in structuring their presentations, improving visual design, use of the English language, and preparing for their talks. Mentors will develop their leadership skills in guiding others effectively. This program aims to foster a collaborative learning environment, ensuring that mentees feel comfortable and confident in delivering their presentations in English.

If you are willing to join this program as a **mentor**, please complete this form [https://uniofqueensland.syd1.qualtrics.com/jfe/form/SV_6yBQYX4LUscZAW2].

If you would like to join this program as a **mentee**, please complete this form: [https://uniofqueensland.syd1.qualtrics.com/jfe/form/SV_0uLsiPvJm5jnt0G]

Roles and Responsibilities

Mentors:

- Pre-conference online workshop:
    - Organise group workshop sessions with mentees selected based on their languages. Mentors and mentees should organise at least three sessions prior to the conference each lasting two hours. Each group will *ideally* have 1 - 2 mentors, depending on the number of mentors available, and a group of 3 - 6 mentees.
    - The focus of these sessions is presentation skills, including structure, presentation design and overall delivery in English.
    - The following format is a **suggestion** and mentors have the flexibility to adapt the three sessions as they see fit. First session: allow an initial 10-minute presentation from all mentees with the mentors addressing general aspects needing improvement after all presentations; sessions two and three to provide

feedback for individual presentations followed by discussion. By the end of the first session, we suggest for the group to draft a roster so the mentees know when they will be presenting next and getting individual feedback. Mentees should then come prepared to present on the first and allocated sessions.

- In-person practice session:
    - Encourage their mentees to participate in an in-person practice session once in Brisbane, offering feedback and further guidance.
    - These might be organised with the same language/regional groups or with other mentors, depending on availability.
- Communication and feedback:
    - Maintain open communication with mentees, providing constructive, respectful feedback and guidance.
    - Mentees will be advised of the voluntary nature of the mentorship and the limited time availability of mentors outside of these scheduled sessions.
- Certificate:
    - Mentors will receive a certificate from the Society of Conservation Biology upon successful completion of the mentorship program (i.e., organising the three online workshops).

Mentees:
- Active participation in pre-conference online workshop:
    - Attend scheduled workshop sessions and engage actively in group discussions and exercises.
    - Be open to feedback from others and willing to improve your presentation.
- Preparation:
    - Come prepared to each session with a presentation, specific questions, and/or what you would like help with.
    - Implement feedback provided by mentors in a timely manner.
- In person practice:
    - Participate in an in-person practice session once in Brisbane, utilising the opportunity to refine your presentation.
- Communication:
    - Communicate any specific needs or concerns to your mentors during the

working sessions. Mentors are volunteers and might not be able to respond to individual emails promptly outside of these sessions.

- Certificate:
    - Mentees will receive a certificate from the Society of Conservation Biology upon successful completion of the mentorship program (i.e., participating in the three online workshops).

Mentorship process:

1. Mentor/mentee recruitment:
    a. Potential mentors and mentees express interest in participating in the program.
    b. ICCB 2025 Language Accessibility Subcommittee matches mentors and mentees, based on their languages and other requirements.
2. Initial contact:
    a. Mentors organise a roster and reach out to their assigned mentees to schedule the first workshop session. This should be done within the first two weeks of pairing.
3. Workshop sessions:
    a. Sessions are to focus on presentation skills, including structure, design and overall delivery in English.
    b. At least three 2-hour sessions will be conducted online before the conference (i.e., before June 2025). During the sessions mentees will carry on 10-minute presentations and mentors will provide feedback.
    c. We suggest the first session to be used for general feedback on the specific needs of the group. As a suggestion, following sessions should aim to provide feedback on individual presentations depending on time availability. Mentors can adapt the sessions format at their discretion to address the group needs.
4. In-person practice:
    a. Mentors and mentees are encouraged to arrange an in-person session in Brisbane to practise the final presentation.
    b. Depending on the mentors' availability and the number of mentees, this session will be with your regular group or with a mixed group (mentees from different backgrounds and languages).

Code of conduct:

1. Respect and professionalism:
    a. All interactions should be conducted with mutual respect and professionalism.
    b. Mentors and mentees should respect each other's time, commitments and perspectives.
    c. If you don't feel comfortable with your mentor/mentee, please let the ICCB 2025 Language Accessibility Subcommittee know. We will try to match you with a different group/mentor.
2. Confidentiality:
    a. Any personal or professional information shared during the mentorship workshops should remain confidential.
3. Feedback and Communication:
    a. Provide feedback that is constructive and supportive.
    b. Ensure communication is clear, timely and focused on helping the mentee or other mentees achieve their goals.

Program conclusion:

- After the conference, mentors and mentees are encouraged to stay in touch.
- Mentors and mentees will have the opportunity to provide feedback on the program to help improve future iterations.

Disclaimer

- We might not be able to find a suitable mentor or mentee for everyone. For example, there might be no volunteers to mentor a specific language. The program will only continue if we can find enough mentors.
- While the ICCB 2025 Language Accessibility Subcommittee will do its best to make this program effective and enjoyable for all mentors and mentees, we will not be responsible for any conflicts or issues that may arise during the program.

For any questions or concerns regarding the mentorship program, please reach out to ICCB 2025 Language Accessibility subcommittee [iccb.language.barriers@conbio.org].