

Dear TLH Student Summit Panelists,

We're so excited for your panel on [TITLE] at [TIME] on May 5! And we're happy to introduce you to your fellow panelists, copied here, as well as your panel mentor, [NAME] from [CUNY College].

The next step as we prepare for the summit is for you to meet all together for a brief Zoom meeting, 30 minutes or less, to talk about what you're planning to present on and to collaborate, together, on a potential interactive element. As a reminder, you each have 6-7 minutes to present, including any activities, to leave X minutes left for Q&A (or, you and your mentor may decide on a different format when you meet).

The point of the meeting is to get to know one another, to give you an opportunity to ask your mentor questions (about delivering a presentation, etc.), and to share ideas about how your panel will engage the audience.

You have each, on your own, been brainstorming interactives to engage the audience. In your pre-summit Zoom meeting, you might find some common threads between your ideas and decide to combine them into one collective activity (that would give you all more time for your individual presentations) or you might decide to keep some or all of the individual interactives as they are. Our hope is that each panel will have a minimum of one interactive to engage the audience. So if you haven't come up with one yet, no worries! No one will be doing this alone—you have a whole group to brainstorm with and some of your peers might have already developed great ideas!

Please respond to this Doodle poll by [DATE] to find a good time for your pre-summit meeting:

Thank you,  
Yuma and Christina

Dear TLH Student Summit Panel Mentor,

Thank you so much for mentoring students on a Student Summit panel! We're so grateful for your time. Soon we will email you along with the students on your panel to introduce you all. This is the title and time of your May 5th session (please let us know if the time doesn't work for you since we had to make some scheduling changes to accommodate conflicts):

[Session Title and Time]

**Can you please set up a Doodle Poll for your availability to meet with the student panel?**

This should be a short meeting, 30 minutes or less. Please send us the link to your Doodle Poll by Monday, April 17, and we'll include it in the email we send to the students. Or, let us know your availability (in 30 min meeting increments) by responding to this email and we'll set up a Doodle Poll for you.

As a reminder, these are the responsibilities for the panel mentors:

1. Pre-summit meeting with the students once over Zoom before May 5<sup>th</sup> so they can get to know one another and to mentor/prep them on their presentations (the order they'll go in, best practices, keeping time, etc.) and to share ideas they have for doing interactives with the audience and make a call about whether each presenter will lead their own, separate interactive (we've asked them to brainstorm on their own first), or together as a panel come up with one interactive for the audience (to save time in a short session).
2. Attending our Student Summit and being there for support throughout their panel to help guide things along (ideally, we'd like students to briefly introduce themselves in 1-2 sentences and quickly launch into their presentations), keeping time so no one goes over, facilitate their interactive (if needed), and managing Q&A.

Thank you so much, again, for all you do for our students!!  
Christina and Yuma