

**TMA/TACME Mentoring Program
2011 Texas CME Conference
The Westin Houston Memorial City
June 9-10, 2011**

The purpose of the program is to utilize the experience of seasoned CME professionals to guide and advise those new to CME and to this conference.

Responsibilities of mentors:

1. Contact mentee before the conference to introduce yourself.
2. Come to the Mentor/Mentee initial meeting on **Thursday, June 9 from 11:15 am – Noon at the Westin Houston Memorial City Hotel** to meet your mentee(s). At this meeting you will have the opportunity to introduce yourself in person and to discuss the conference program and sessions designed for newcomers.

Thursday – 2:00 – 3:00 pm – Planning a CME Activity

Friday – 2:00 – 3:00 pm – Best Practices in Planning

3. Be available for CME questions in general. Usually another scheduled meeting during the conference is helpful, e.g. at lunch or during break.
4. Introduce mentee(s) to CME colleagues, especially those from similar organizations.

Responsibilities of mentees:

1. Come to the Mentor/Mentee initial meeting on **Thursday, June 9 from 11:15 am – Noon at the Westin Houston Memorial City Hotel** to meet your mentor.
2. Let mentor know what you expect to gain from conference.