



Hilton Charlotte University Place | 8629 JM Keynes Drive | Charlotte, NC, 28262 USA
www.mentoringassociation.org

Dear Mrs. Rhonda Wheeler,

On behalf of the 2024 International Mentoring Association Conference Planning Committee, I am pleased to send this letter of acceptance for your proposal, **Moving Forward and Building Traction by Mentoring for Well-Being** as a Trend Talk, presented by **Mrs. Rhonda Wheeler, Dr. Ellen H. Reames, and Ms. Angela Adair**. Below please find additional logistical details as you prepare for this year's conference.

You had originally submitted your proposal as a Concurrent Session. Instead, we invite you to present this topic as a Trend Talk. This decision was made based on variety of factors including proposal requirements, suitability for a particular format, our need to have a diversity of presentations by industry and topic, and the limited number of slots available for presentations. Details about the session are below.

15 minute Trend Talk session: In this "Ted-X style" format, share a big idea, a concept, mentoring program experience, or a trend in mentoring in a short 10-15 minute time frame. Please note, your total time slot will be 15 minutes to accommodate multiple Trend Talks in a short time frame. Our room facilitators will monitor the time and may ask you to conclude if you exceed your allotted timeframe. Please bring a laptop **and** a copy of any slides on a thumb drive.

As you are thinking about the structure of your presentation, please keep in mind that the IMA Conference attendees value specifics on how your content clearly

demonstrates implications for programs and practice that they can take back to their own organizations, programs, or academic work.

The IMA does not allow for promotion or selling of goods and services during conference presentations.

Presentation PDF: We ask that each presenter/presentation team submit a copy of their presentation to be included in the conference proceedings. Make sure that your name and contact information are on the submission. These proceedings will be shared with all conference attendees virtually. **Please send your PDF or PowerPoint as an attachment by February 2, 2024, to Conference2024@mentoringassociation.org**

Presenter Registration: All presenters must [register for the 2024 IMA Conference](#). We have arranged for a presenter discount for you. If you have not registered for the conference yet, please do so with the presenter's registration promo code **PRESENTER24** by registration deadline of **January 15, 2024**.

In addition to the conference itself, we encourage you to attend one of Pre-conference sessions or IMA Mentor Training which will be from 9:00 a.m. – 4:00 p.m. on Sunday, February 25, 2024. [You can do so at this link](#).

Hotel Reservations. Please make your hotel reservations as soon as possible. We also want to encourage all presenters to reserve their rooms at the Hilton Charlotte University Place. The rooms have been blocked for IMA at a reduced Conference rate of \$149 per night, and the **rate expires on January 26, 2024**. You may call the hotel directly at 704-547-7444 or use the **group code IMA** to book online.

Your Presentation Time. We are working now to finalize the conference schedule and we will be in touch by **December 15, 2023** with your assigned time. If you have a specific time which you must present, please let us know immediately, and we will do our best to accommodate you. We look forward to your participation in the 2024 IMA Conference in February!

If you are unable to accept this invitation to present, please let us know as soon as possible.

Congratulations on your acceptance. we are looking forward to having you join us in Charlotte, North Carolina February 26-27, 2024!

Please let us know if you have any questions.

Andrea Engler and Lisa Fain, 2024 IMA Conference Co-Chairs