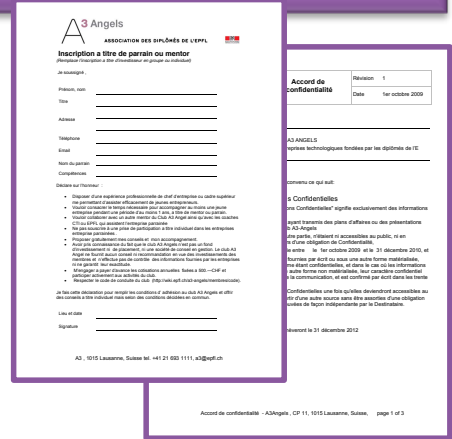


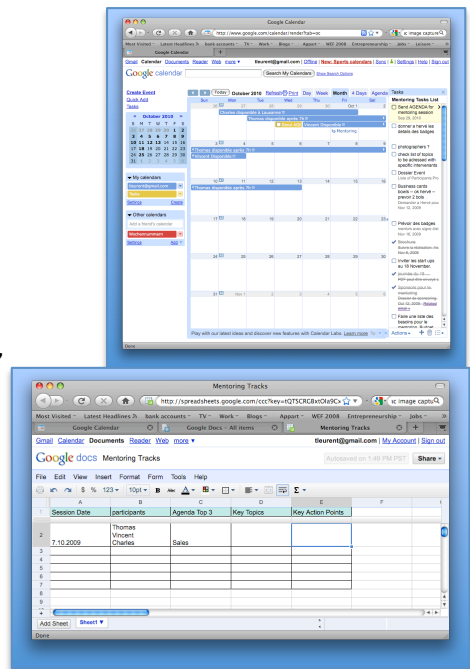
## Entering the Mentoring Relationship

- Announce your mentoring relationship at [mentoring.a3angels@a3.epfl.ch](mailto:mentoring.a3angels@a3.epfl.ch)
- Sign the A3 Angels Mentor Agreement and the Confidentiality Agreement



## Organizing and documenting your relationship

- Upon starting a mentoring relationship, you will be briefed on a Google 'Mentoring Toolset' to organize and keep track of the relationship.
  - Each relationship has a dedicated toolset with its own access rights.
  - Mentors and entrepreneurs use the private work area with calendar, task list and google docs.
  - Each mentoring session summary is entered in the 'Mentoring Tracks' spreadsheet. Key topics and action points are recorded there. Access to the 'Mentoring Tracks' is given to the A3 Angels club.
- Meeting Rooms will be made available at EPFL through the A3E2PL association. New meeting room in 2010 at the Rolex Learning Center.



## Feedback and Ombudsman

- The A3 Angels mentoring service thrives on feedback. Complete the feedback process every six months
- Delicate issues might arise. Contact the ombudsman at [ombudsman.a3angels@a3.epfl.ch](mailto:ombudsman.a3angels@a3.epfl.ch) and ask for advice.