INSTRUCTIONS

We invite all members of the Penn community to initiate a meal between students (undergraduate, and graduate/professional students) and mentors (i.e. current or past professors, teaching assistants, advisors, RAs, PHINS, Peer Advisors, and members of Penn’s professional staff) to enjoy free food and engage in an intellectual conversation! Program options range from 1-on-1 experiences to large meals organized for classes and groups up to 100 students!

Lunch is available Mondays through Thursdays. A valid Penn card is required at the University Club. Dinner at dinning cafes is available by request, please contact Ray Franckewitz, rayf@upenn.edu to do so.

Mentor or Host of the meal must book reservation through the Iris system, please read the instructions in the next page.

Location: University Club at the Inn at Penn
Address: 3600 Sansom St, Philadelphia, PA 19104
STEP ONE
Please read through the Program Guideline page and check the “Yes” box before clicking the “Next” button.

STEP TWO
Please click the “New Registration” button and input the Registration Code - “Spring2024PMMP”.

New Registration
If you would like to register for a different Conference/Event or you need to register someone else, please use the “New Registration” button below.

New Registration

Penn Mentor Meals Program - Spring 2024
Registration Code: Spring2024PMMP
STEP THREE
Fill out the “Host Information” section with your contact information. Required fields are indicated with an *.

Host Information
Please note that you are making a reservation at the University Club at Penn with the Penn Mentor Meals Program. The University Club offers a limited number of reservations from 11:30am to 2:00pm Monday through Thursday during normal business hours. The University Club at Penn may close due to inclement weather or certain holidays.

Please Note: If you have anyone in your group has any religious or dietary restrictions please contact Ray Farkasovic.

Last Name *

First Name *

E-mail *

Penn ID #*

Phone

School/Center*

Please Select

If other was selected please explain here:

College House Affiliation*

Please Select

Host Role
○ Faculty/Administrator /Staff/Academic Advisor
○ Peer Advisor/CPA/Cohort Leader
○ PHNS
○ Other
○ RA
○ Teaching Assistant (TA)/Learning Assistant (LA)/Research Mentor

If other is selected please indicate affiliation:

Please describe "other" Mentor Role

STEP FOUR
Fill out the “Reservation” section to let us know the date, time and numbers of people joining the meal.
Note: Meal outside of lunch time and/or on days other than Mondays through Thursdays needs to be requested by emailing Ray Franckewitz, rayf@upenn.edu.

**STEP FIVE (FOR GROUP OF 5 OR MORE)**
Click “Browse” to attach an excel document that includes the first names, last names, and emails of everyone in the party, then click the “Next” button. You may also email the roster to Ray Franckewitz, rayf@upenn.edu.

**STEP SIX**
Review the information and click “Finish Registration” button to complete.
CONFIRMATION
Congradulations! You successfully booked an reservation for the Penn Mentor Meals Program. A conformation email will be sent to your email automatically.

Please feel free to check your confirmed registration anytime on the Iris system Homepage.

If you are interested in other meal options, please refer to the NSOAI website, or email Troy Majnerick, troy2@upenn.edu for additional information.

Thank you for your participation.
We hope you enjoy!