

# How to join a Special Interest Group

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A step-by-step guide to joining a CIBSE Special Interest Group

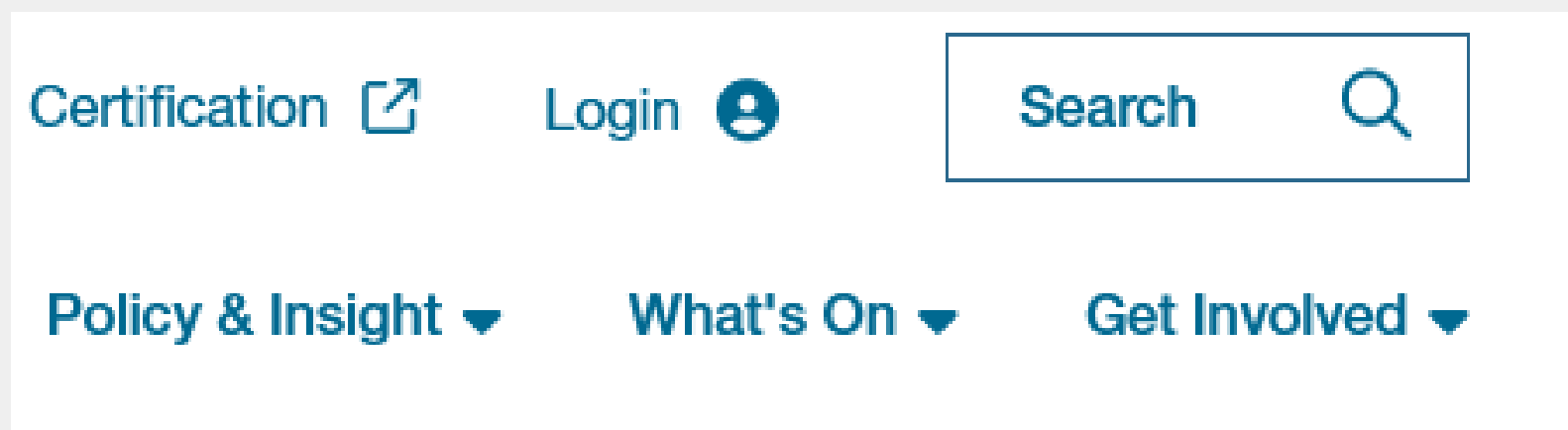




# Access or create your account

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- 01** Log into your MyCIBSE account via [cibse.org](https://cibse.org) and click Login in the top right corner, near the search bar. You can also create an account via this route.



Contact [membership@cibse.org](mailto:membership@cibse.org) for assistance accessing your account.

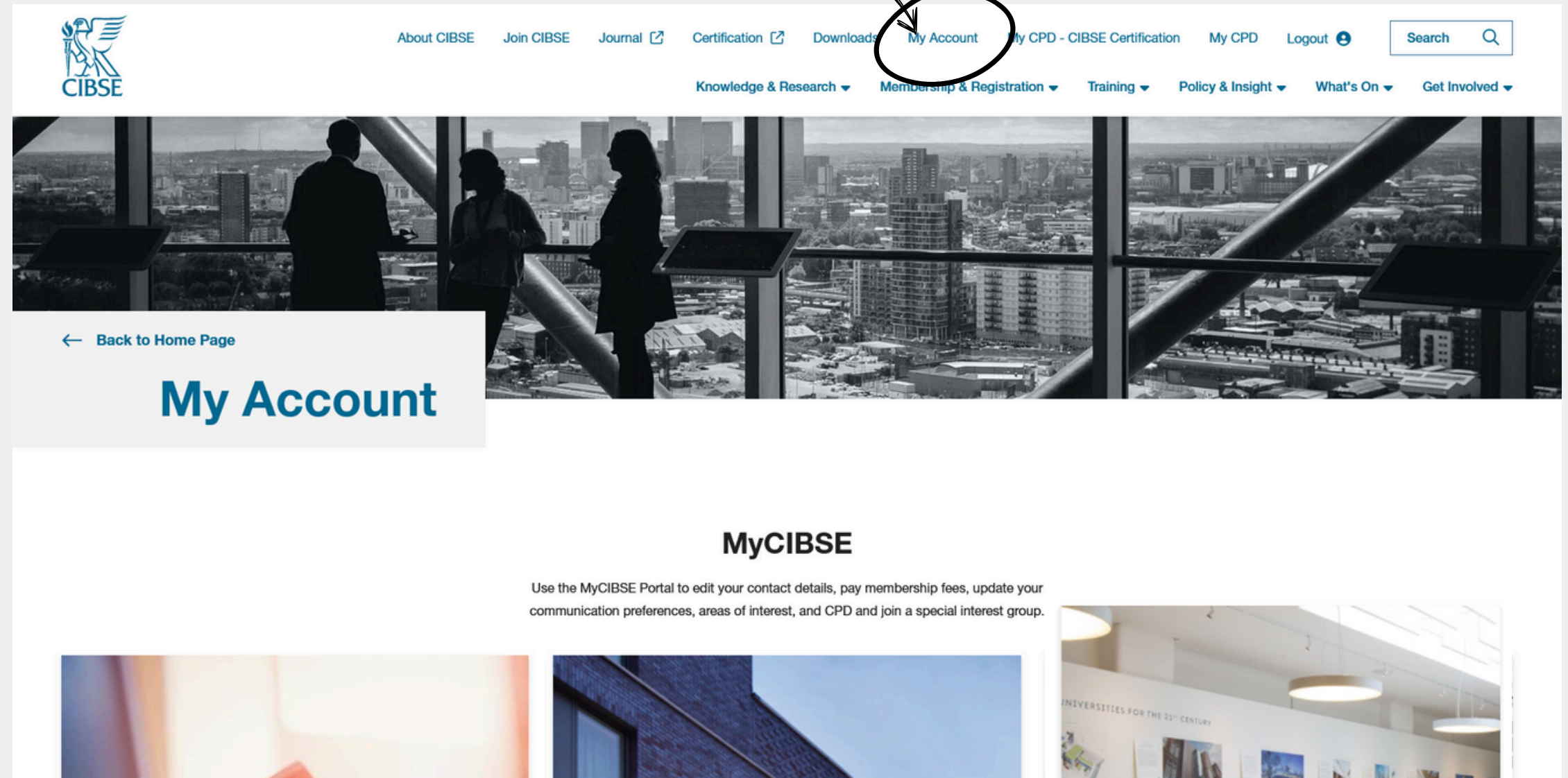




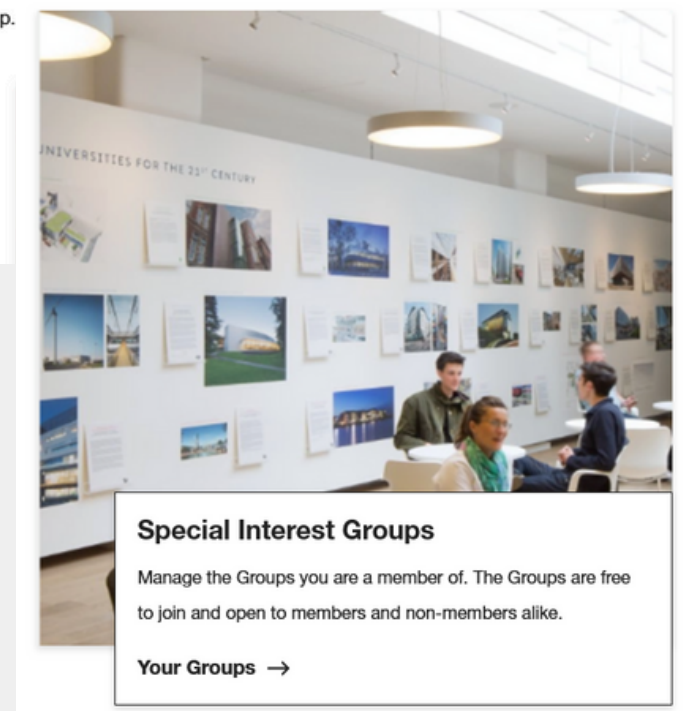
**01** Select 'My Account' from the top menu

# Find your account settings

To update your groups you need to find the "My Account" page.



**02** Scroll down the page to find Special Interest Groups





# Select your Group(s)

Choose which group(s) to join and tick the box next to the name.

01



**CIBSE** CIBSE.ORG PROFILE AREAS OF INTEREST **MY PREFERENCES** CPD GROUPS & NETWORKS 0 Items

### Groups & Networks

Update your group and network membership below

Don't forget to check your preferences to make sure you're opted in to receive groups & networks newsletters

- ASHRAE Group
- Building Simulation Group
- Heat Networks Group
- Daylight Group
- Electrical Services Group
- Energy Performance Group
- Facilities Management Group
- Healthcare Group
- Heritage Group
- Homes for the Future Group
- HVAC Systems Group
- Intelligent Buildings Group
- IT and Controls Group
- Lifts Group
- Natural Ventilation Group

**Submit**

03

01

Tick the box next to the name of the group(s) and Networks you wish to join

02

Scroll down and click "Submit"

03

Click on "My Preferences" at the top of the page

02





# Check your preferences

Click on “My Preferences” at the top of the page.

This is to ensure you receive communication about upcoming events and messages from the committee.

The screenshot shows a web form titled "Communication Methods" and "Communication Preferences". The "Communication Methods" section has a checked box for "Email" and unchecked boxes for "Post", "Phone", and "SMS". The "Communication Preferences" section has a checked box for "Your Groups & Networks" and unchecked boxes for "CIBSE ENewsletter", "CIBSE Journal ENewsletter and webinars", "Your region", "Society of Digital Engineering", "Society of Façade Engineering", "Society of Light & Lighting", "Society of Public Health Engineers", "Institute of Local Exhaust Ventilation Engineers", "National events", "Awards", "Membership upgrades and offers", "Training", "Certification", "Jobs", "Additional CIBSE and CIBSE Services Ltd services and products", and "Journal and Event Partners". A blue arrow points from the "01" instruction to the "Email" checkbox. Another blue arrow points from the "02" instruction to the "Your Groups & Networks" checkbox, which is also circled in blue. A third blue arrow points from the "03" instruction to the "Submit" button at the bottom right, which is also circled in blue.

**01** Ensure that “Email” is ticked

**02** Ensure that “Your Groups & Networks” is ticked

**03** Submit your preferences





# Need any assistance?



Email [groups@cibse.org](mailto:groups@cibse.org)





# Want to join the committee?

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The committee plans the activities of the Special Interest Group, including events and technical knowledge.

Email [groups@cibse.org](mailto:groups@cibse.org) to find out more.

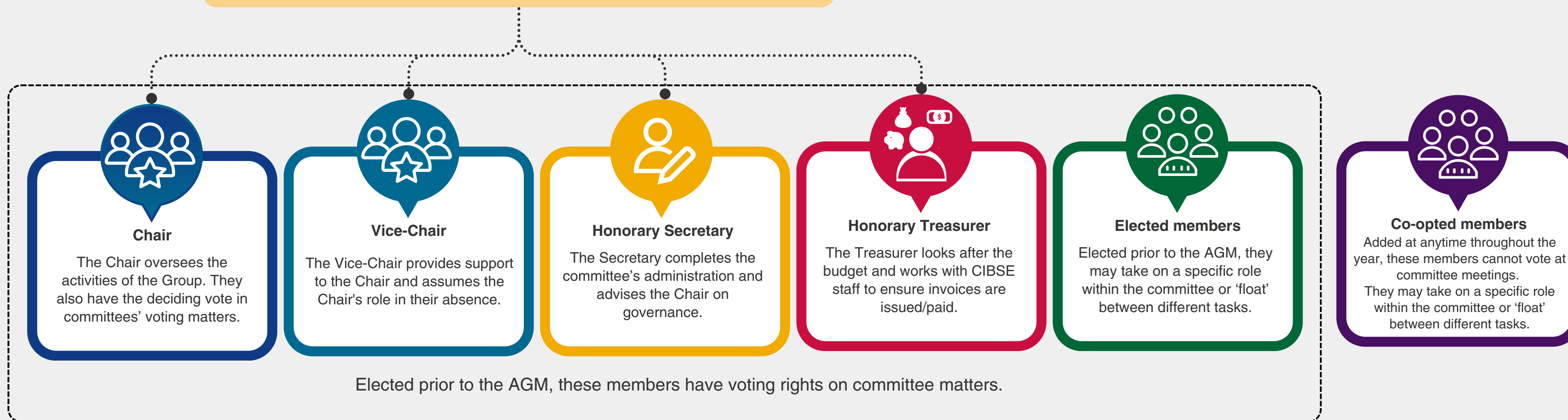


# Committee Members

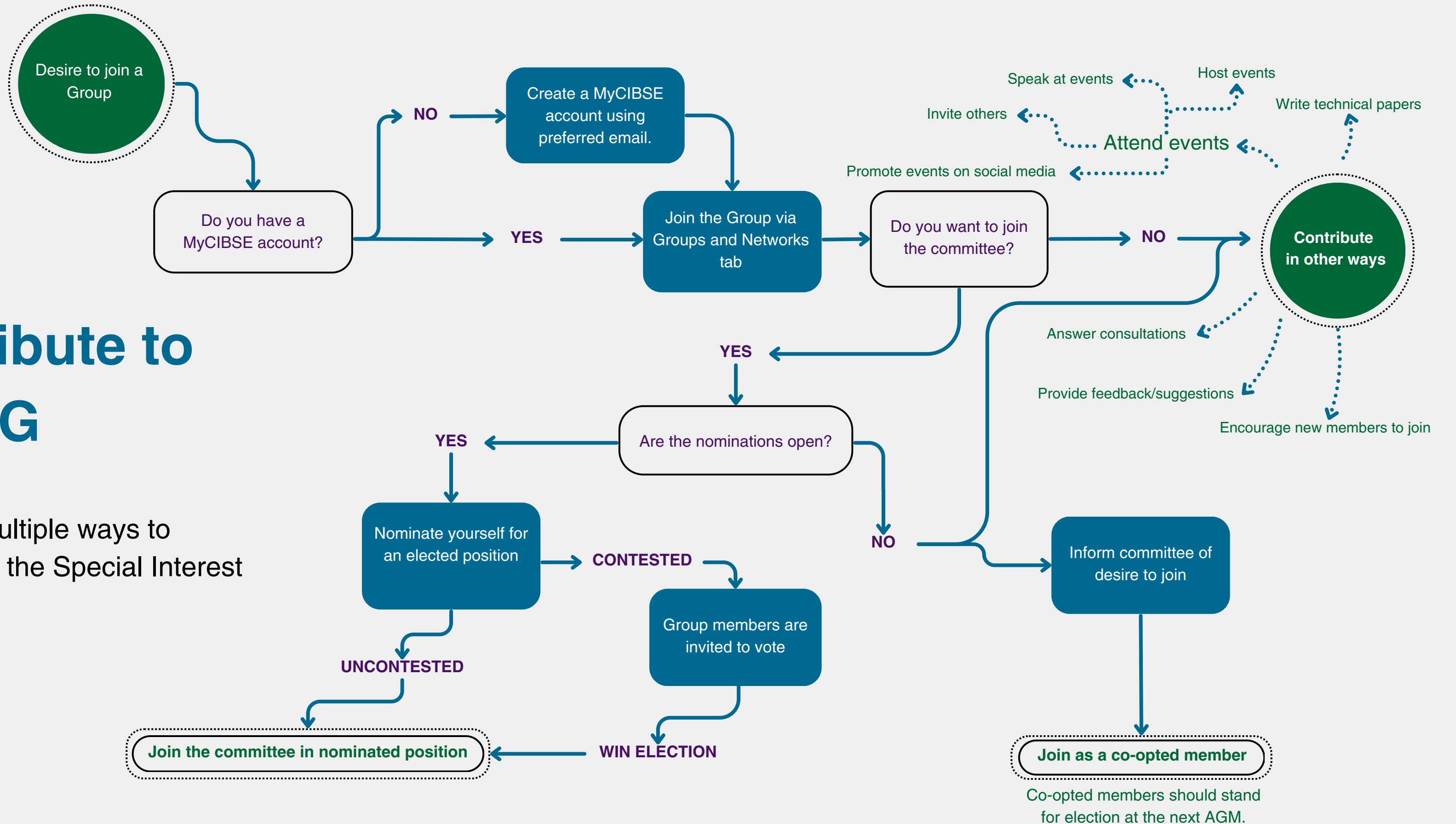
All voting members are elected prior to the Annual General Meeting by members of the Group.

## Officers

A collective noun for Chair, Vice-Chair, Secretary and Treasurer. These roles have specific duties as defined by CIBSE.







# Contribute to the SIG

There are multiple ways to contribute to the Special Interest Group (SIG)