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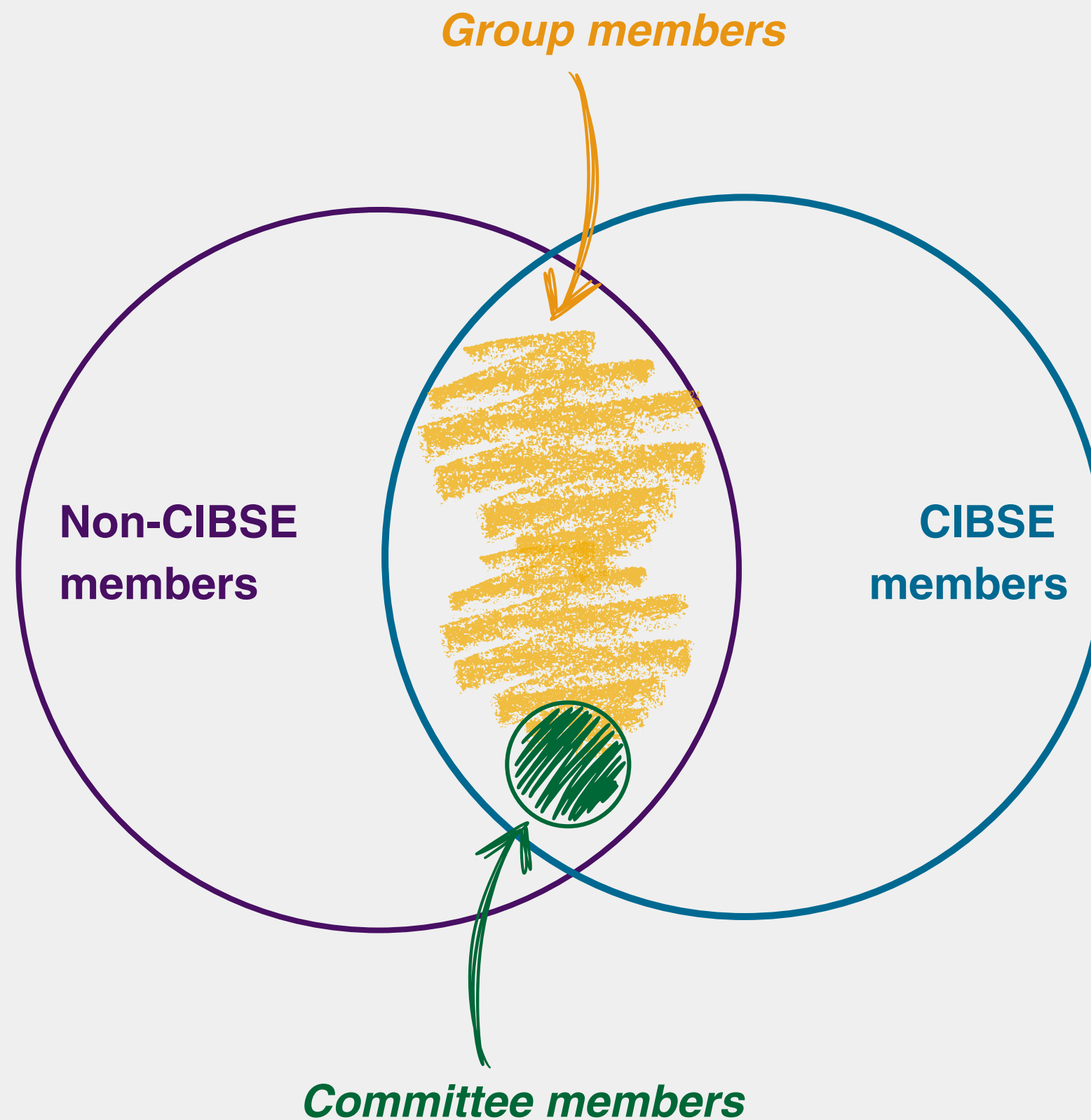
A step-by-step guide to joining a CIBSE Special Interest Group

CIBSE

Defining Group Membership

Group members may or may not be members of CIBSE. They sign up to be a member via the CIBSE website. Members of the Special Interest Group can also nominate themselves to join the committee.

Group members

Non-CIBSE members

CIBSE members

Committee members

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Access or create your account

01 Log into your MyCIBSE account via 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** for assistance accessing your account.

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Joining a Special Interest Group

Find your account settings

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

01 Select 'My Account' from the top menu

02 Scroll down the page to find Special Interest Groups

Joining a Special Interest Group

Computer view

Mobile view

Select your Group(s)

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

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

Groups & Networks

By ticking on the box(es) below, you become a member of the Group and/or Network. Members can contribute in many ways including attending events and site visits, responding to consultation and contributing to the development of CIBSE knowledge. Please check that you have turned on Groups and Networks communications in your preferences to receive these invitations.

If you would like to contribute further, by organising the activities of the Group or Network, contact groups@cibse.org to find out how to join the committee.

- ☐ ASHRAE Group
- ☐ Building Simulation Group
- ☐ Heat Networks Group
- ☐ Data Centre 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

Submit

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

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 Group(s) you selected.

Communication Methods

- ☑ Email
- ☐ Post
- ☐ Phone
- ☐ SMS

Communication Preferences

- ☐ CIBSE ENewsletter ⓘ
- ☐ CIBSE Journal ENewsletter and webinars ⓘ
- ☐ Your region
- ☐ Society of Digital Engineering
- ☐ Society of Façade Engineering
- ☐ Society of Light & Lighting
- ☑ Your Groups & Networks ⓘ
- ☐ 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 ⓘ
- ☐ Journal and Event Partners ⓘ

Submit

01 Ensure that one of the Communication methods are ticked

02 Ensure that "Your Groups & Networks" is ticked

03 Submit your preferences

Do you need any assistance?

Email **groups@cibse.org**

Contribute to the SIG

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

CIBSE

Create & share knowledge

Contribute to the development of CIBSE knowledge

- Join Working Groups to create new or update publications
- Prepare technical papers for publication in the BSER&T, LR&T, and CIBSE Journals (subject to peer review)
- Join Working Groups to create new or update CIBSE training modules
- Leave feedback on social media

Work with other committees

- CIBSE Knowledge Management Committee
- CIBSE Knowledge Generation Panel
- CIBSE Technology Committee
- Other educational bodies
- CIBSE Council
- CIBSE Regions
- CIBSE Societies
- CIBSE Young Engineers Networks

Collaborate with CIBSE staff

- Recruit new committee members
- Produce newsletters
- Promote activities

Take part in consultations

- Respond to CIBSE consultations
- Inform CIBSE staff of other consultations
- Respond to others' consultations

Attend seminars and site visits

- Organise events
- Invite others
- Suggest topics
- Provide sponsorship
- Promote the Group's activites on social media
- Suggest venues
- Suggest speakers
- Ask questions to the presenters
- Share your experiences

Key:

- SIG Committee Members
- All SIG members

Knowledge Publications

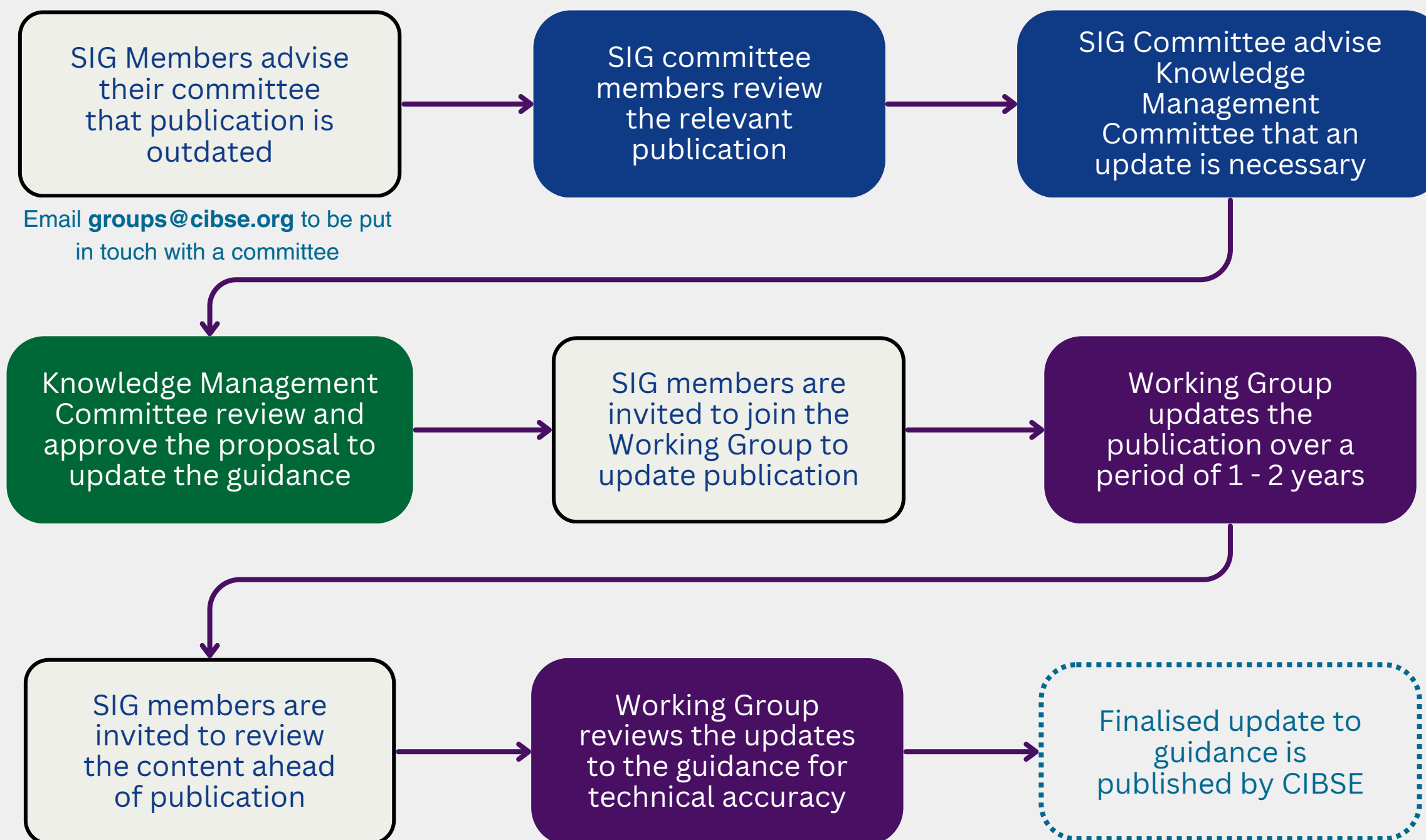**Contributing to a Special Interest Group**

The Special Interest Groups (SIGs) are given the responsibility of updating CIBSE Knowledge publications

SIG Members advise their committee that publication is outdated

Email **groups@cibse.org** to be put in touch with a committee

→ SIG committee members review the relevant publication

→ SIG Committee advise Knowledge Management Committee that an update is necessary

Knowledge Management Committee review and approve the proposal to update the guidance

→ SIG members are invited to join the Working Group to update publication

→ Working Group updates the publication over a period of 1 - 2 years

SIG members are invited to review the content ahead of publication

→ Working Group reviews the updates to the guidance for technical accuracy

→ Finalised update to guidance is published by CIBSE

Key:
- All SIG members
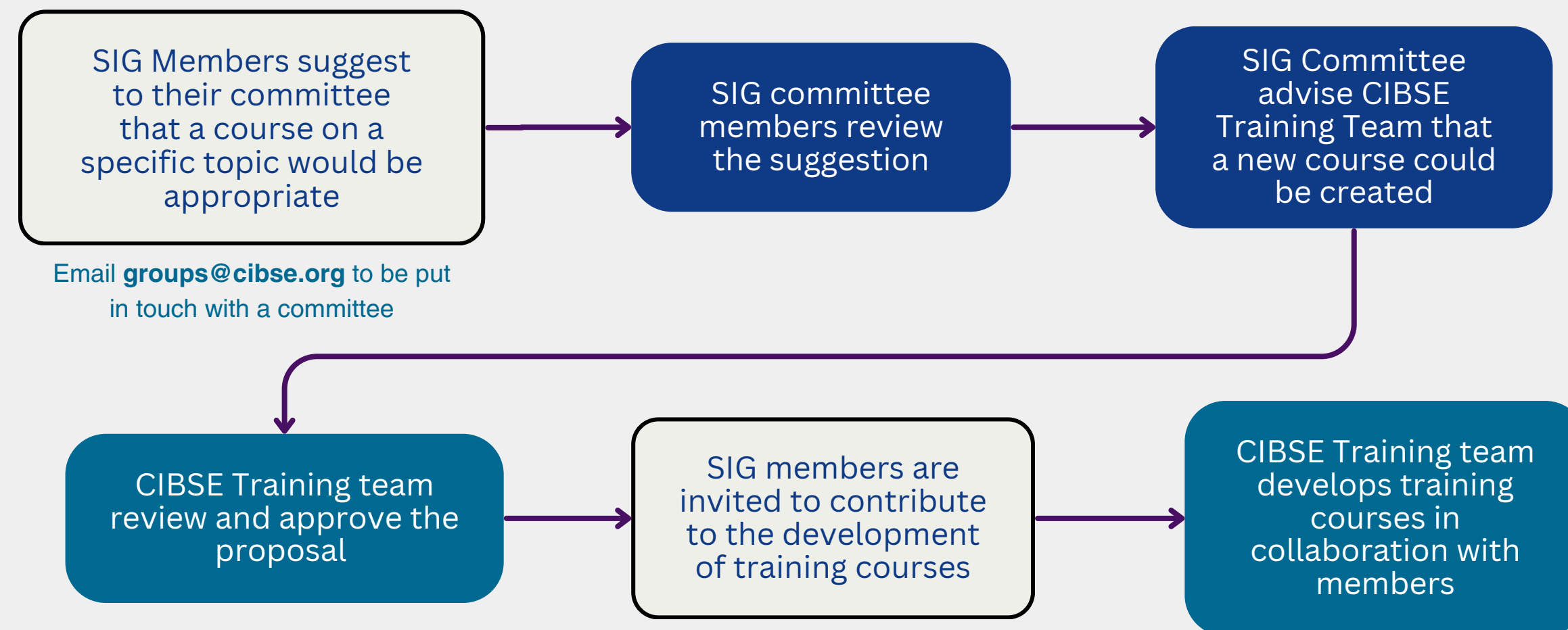- Committee Members
- Working Group
- Knowledge Management Committee

Contributing to a Special Interest Group

Training Courses

The Special Interest Groups (SIGs) are given the opportunity of suggesting new CIBSE Training courses.

SIG Members suggest to their committee that a course on a specific topic would be appropriate

Email **groups@cibse.org** to be put in touch with a committee

SIG committee members review the suggestion

SIG Committee advise CIBSE Training Team that a new course could be created

CIBSE Training team review and approve the proposal

SIG members are invited to contribute to the development of training courses

CIBSE Training team develops training courses in collaboration with members

Key:
All SIG members | Committee Members | CIBSE Training team
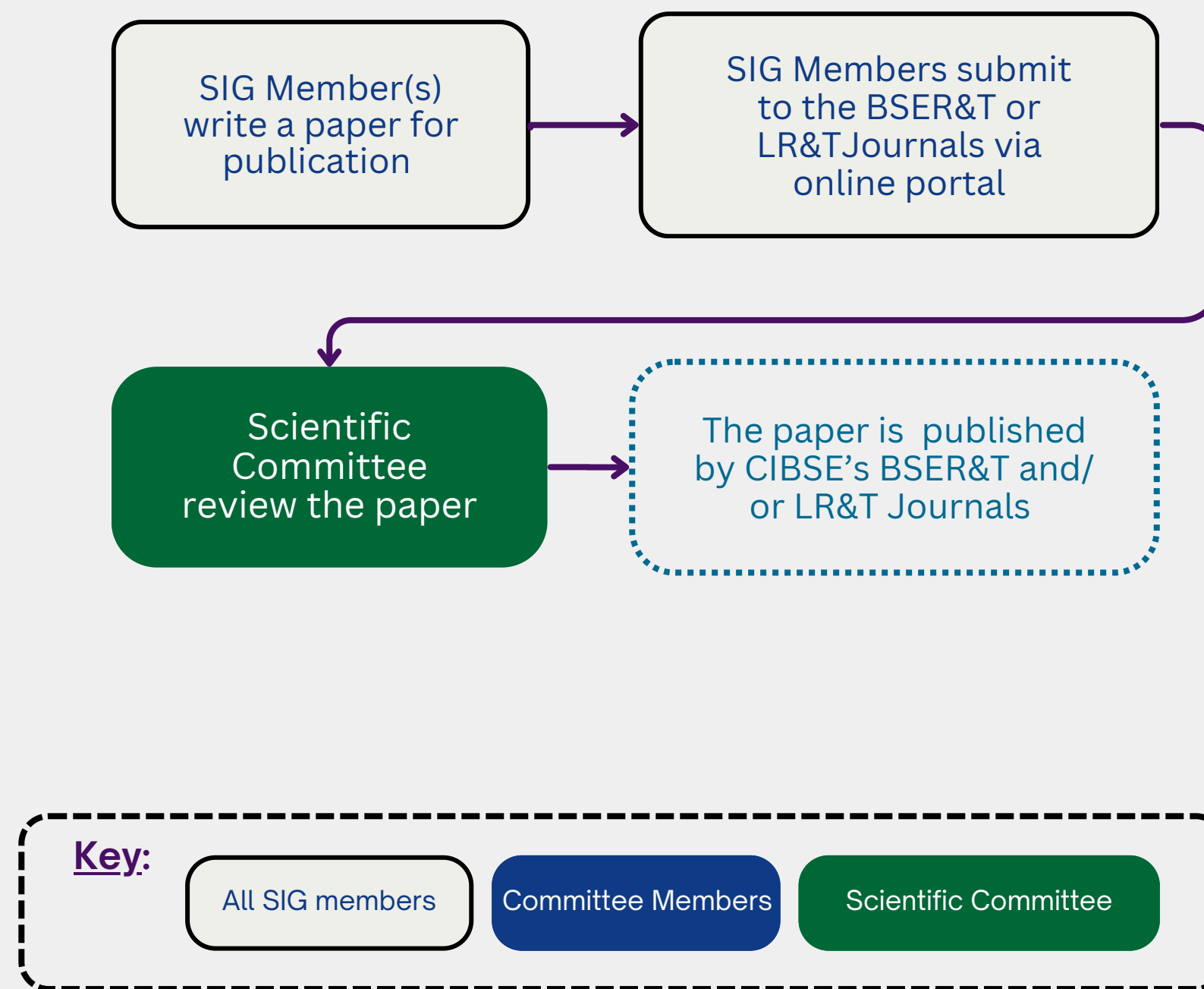
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Journal Publications

The Special Interest Groups (SIGs) are invited to submit technical papers for *Building Services Engineering Research and Technology* or *Lighting Research & Technology* – the CIBSE supported Journals.

SIG Member(s) write a paper for publication

→

SIG Members submit to the BSER&T or LR&TJournals via online portal

↓

Scientific Committee review the paper

→

The paper is published by CIBSE's BSER&T and/ or LR&T Journals

Key:

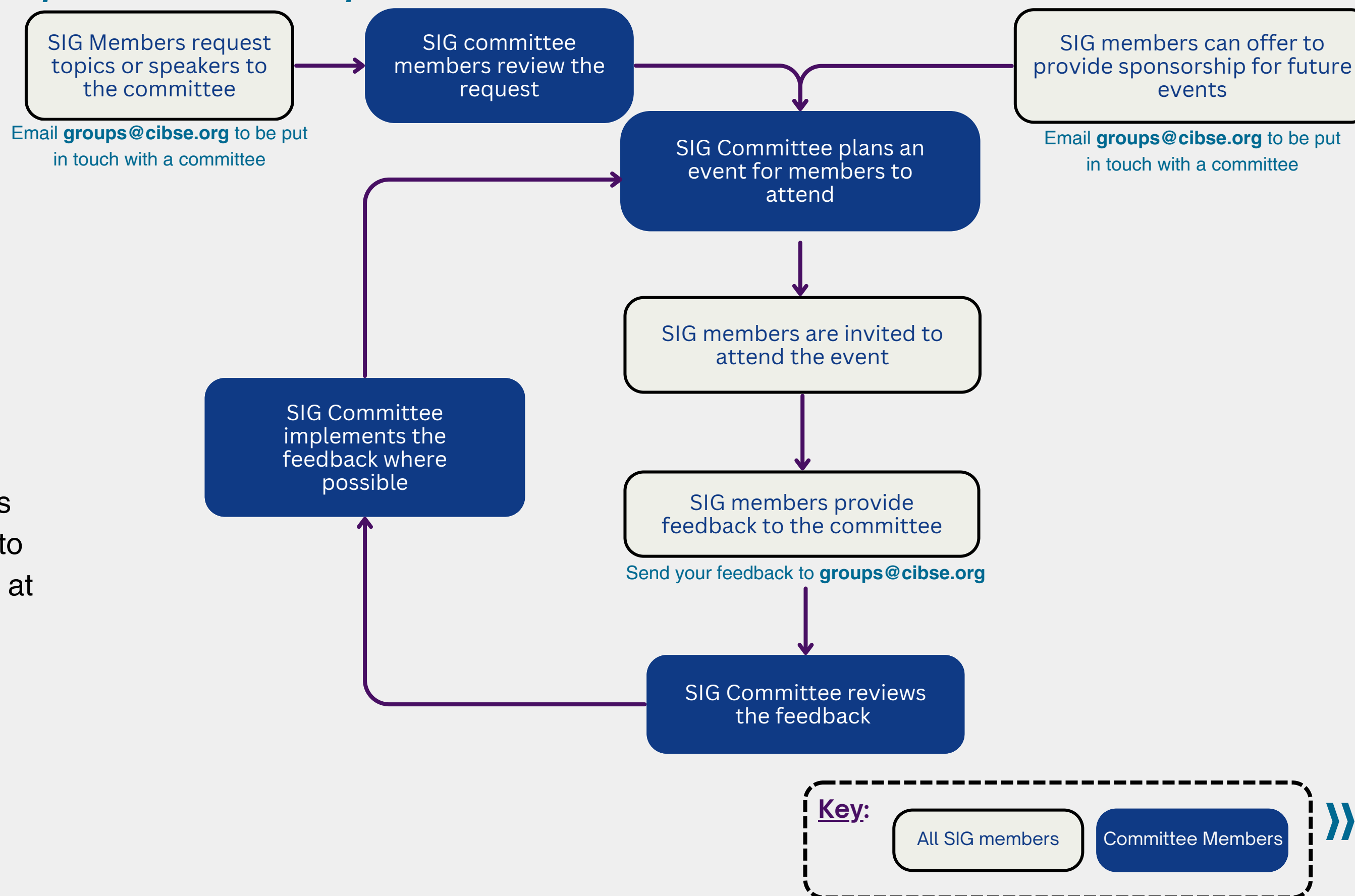All SIG members | Committee Members | Scientific Committee

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CIBSE
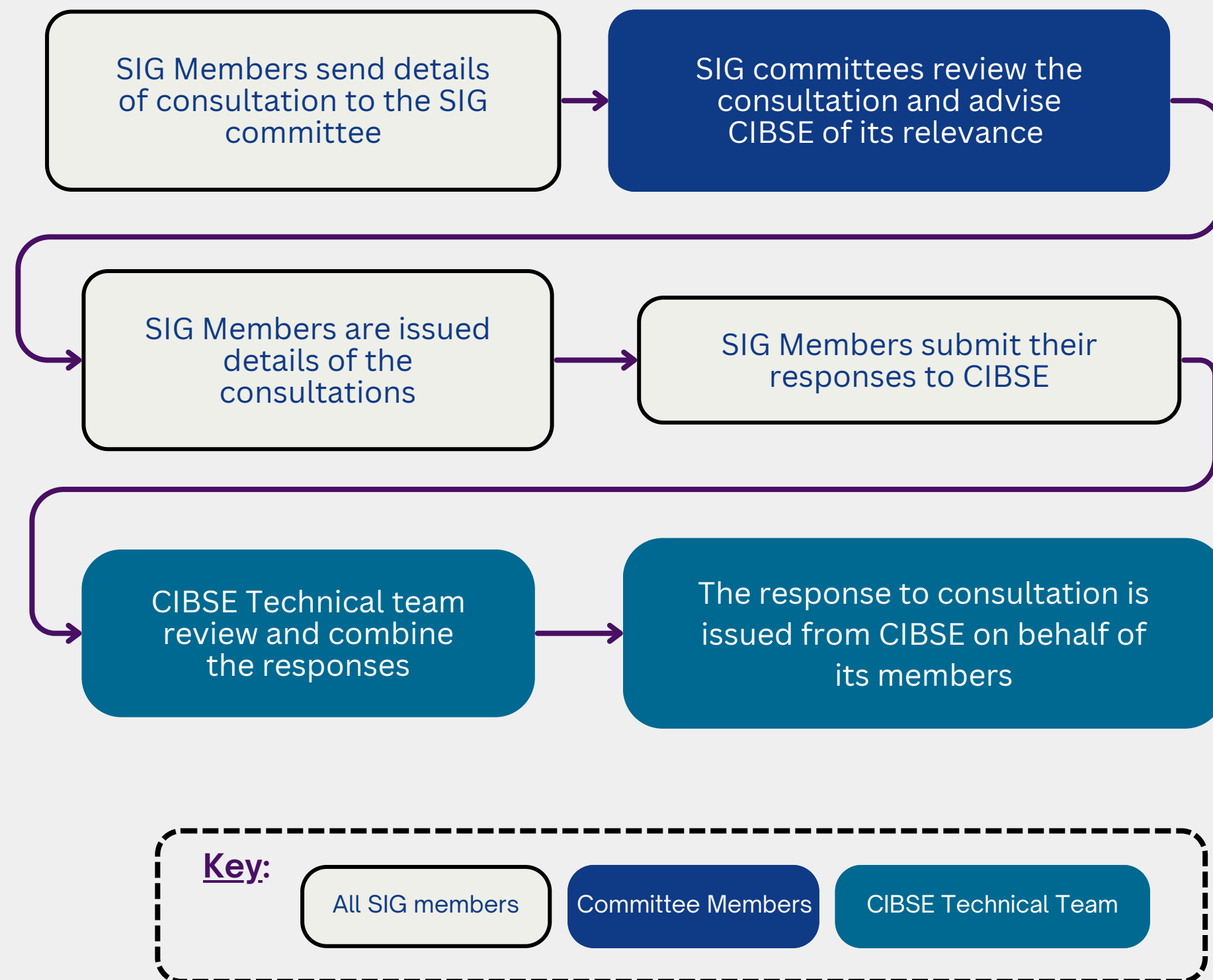
Contributing to a Special Interest Group

Events

The Special Interest Groups (SIG) members are invited to attend, sponsor, and speak at events organised by the committees.

SIG Members request topics or speakers to the committee

Email **groups@cibse.org** to be put in touch with a committee

SIG committee members review the request

SIG members can offer to provide sponsorship for future events

Email **groups@cibse.org** to be put in touch with a committee

SIG Committee plans an event for members to attend

SIG members are invited to attend the event

SIG Committee implements the feedback where possible

SIG members provide feedback to the committee

Send your feedback to **groups@cibse.org**

SIG Committee reviews the feedback

Key:

All SIG members

Committee Members

« »

Committee Members

All voting members are elected prior to the Annual General Meeting (AGM) 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.

Chair
The Chair oversees the activities of the Group. They also have the deciding vote in committees' voting matters.

Vice-Chair
The Vice-Chair provides support to the Chair and assumes the Chair's role in their absence.

Honorary Secretary
The Secretary completes the committee's administration and advises the Chair on governance.

Honorary Treasurer
The Treasurer looks after the budget and works with CIBSE staff to ensure invoices are issued/paid.

Elected members
There are multiple elected members who may take on a specific role within the committee or 'float' between different tasks.

Co-opted members
Added at anytime throughout the year, these members cannot vote at committee meetings.
They may take on a specific role within the committee or 'float' between different tasks.

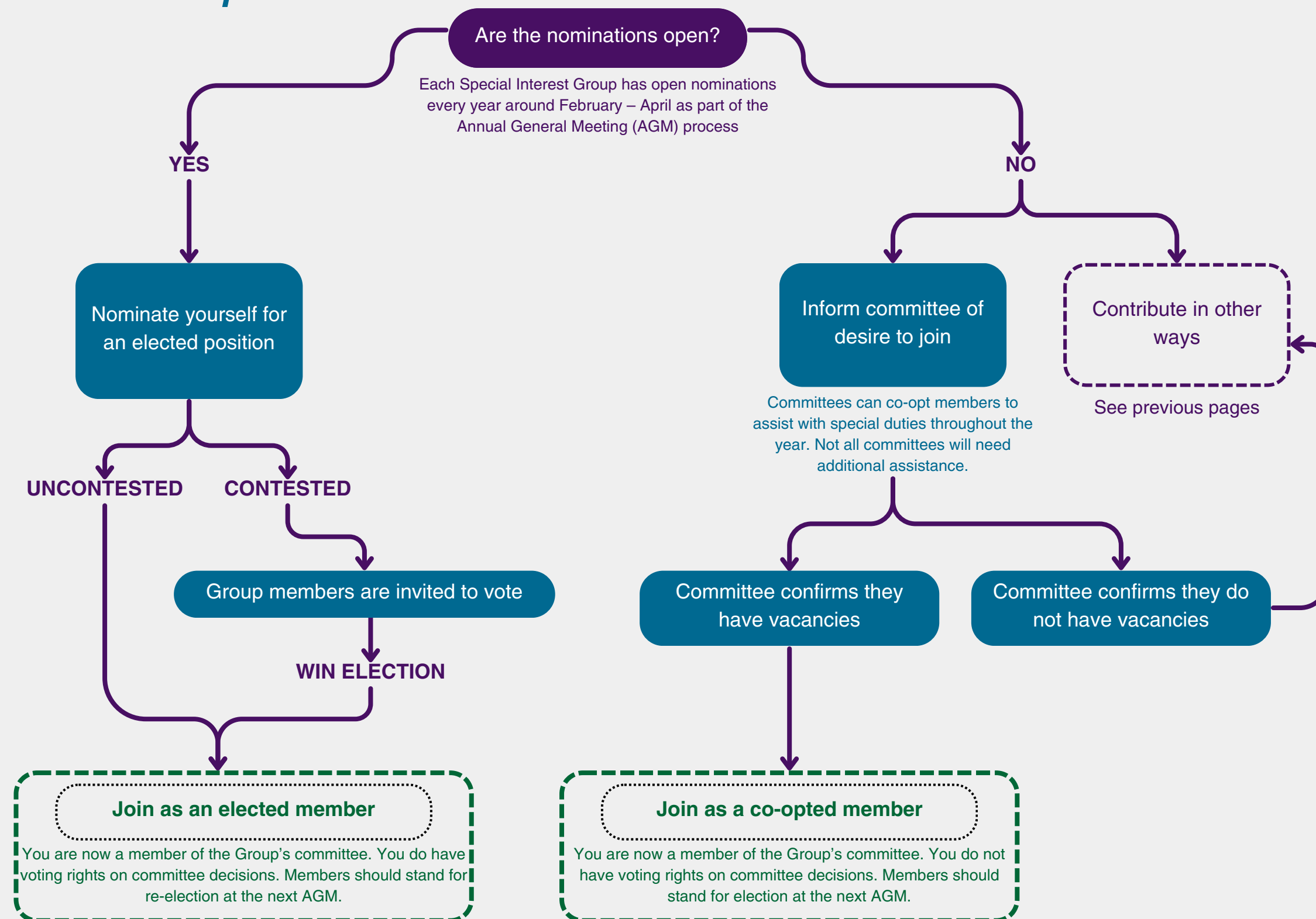Announced at each AGM, these members have voting rights on committee matters.

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Joining the committee

![CIBSE logo]

Follow these steps to join the Special Interest Group committee. You must be a member of the SIG to join its committee.

Are the nominations open?

Each Special Interest Group has open nominations every year around February – April as part of the Annual General Meeting (AGM) process

YES

NO

Nominate yourself for an elected position

UNCONTESTED   **CONTESTED**

Group members are invited to vote

WIN ELECTION

Join as an elected member

You are now a member of the Group's committee. You do have voting rights on committee decisions. Members should stand for re-election at the next AGM.

Inform committee of desire to join

Committees can co-opt members to assist with special duties throughout the year. Not all committees will need additional assistance.

Contribute in other ways

See previous pages

Committee confirms they have vacancies

Committee confirms they do not have vacancies

Join as a co-opted member

You are now a member of the Group's committee. You do not have voting rights on committee decisions. Members should stand for election at the next AGM.

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Do you have any questions?

Email **groups@cibse.org**