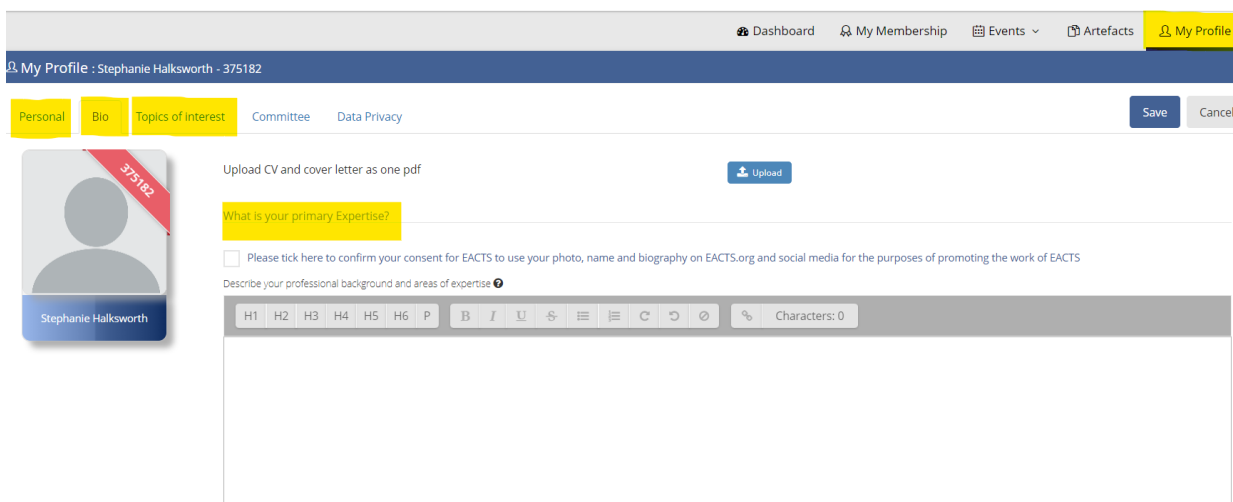


## THE EUROPEAN ASSOCIATION FOR CARDIO-THORACIC SURGERY

### Committee Application Process

1. Login to the **EACTS User Area**
2. Complete your details in **My Profile**:
  - 2.1. **Personal** –complete **required fields**
  - 2.2. **Bio** – let us know your **expertise** (cardiac, thoracic, allied health etc)
  - 2.3. **Topics of Interest** – select your **specialty** and **topics of interest**



Dashboard My Membership Events Artefacts **My Profile**

My Profile : Stephanie Halksworth - 375182

Personal **Bio** Topics of Interest Committee Data Privacy Save Cancel

Upload CV and cover letter as one pdf Upload

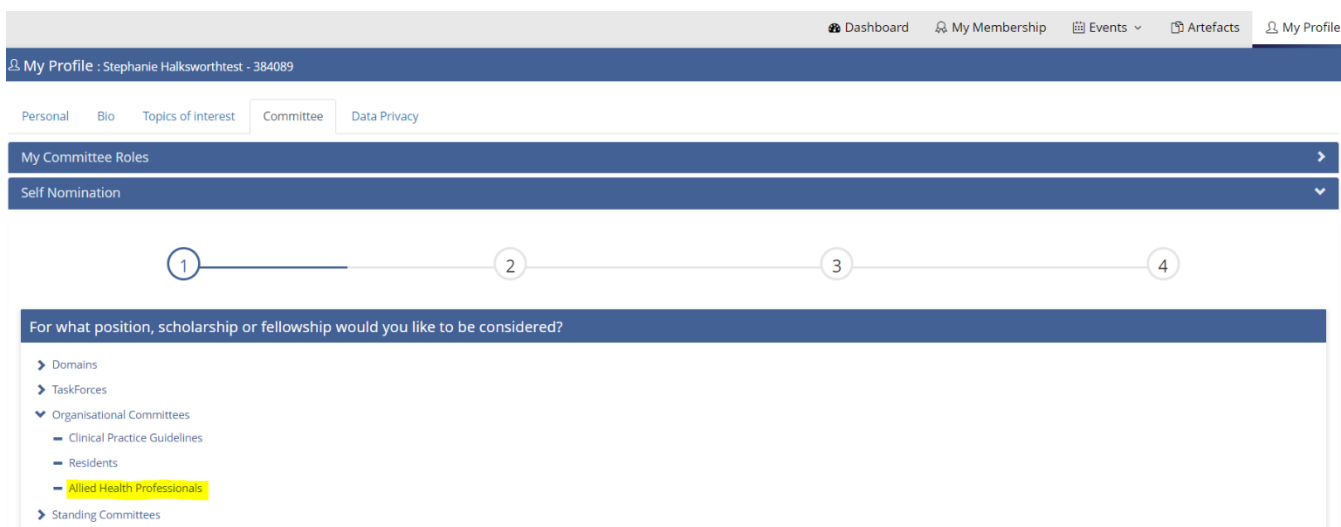
What is your primary Expertise?

☐ Please tick here to confirm your consent for EACTS to use your photo, name and biography on EACTS.org and social media for the purposes of promoting the work of EACTS

Describe your professional background and areas of expertise

H1 H2 H3 H4 H5 H6 P B I U Characters: 0

3. Still in **My Profile**, click on **Committee** then **Self Nomination**
  - 3.1. Click on **Organisational Committee** dropdown and select the committee you wish to apply for (for example) *Allied Health Professionals*, click **Next**



Dashboard My Membership Events Artefacts **My Profile**

My Profile : Stephanie Halksworthtest - 384089

Personal Bio Topics of Interest **Committee** Data Privacy

My Committee Roles

Self Nomination

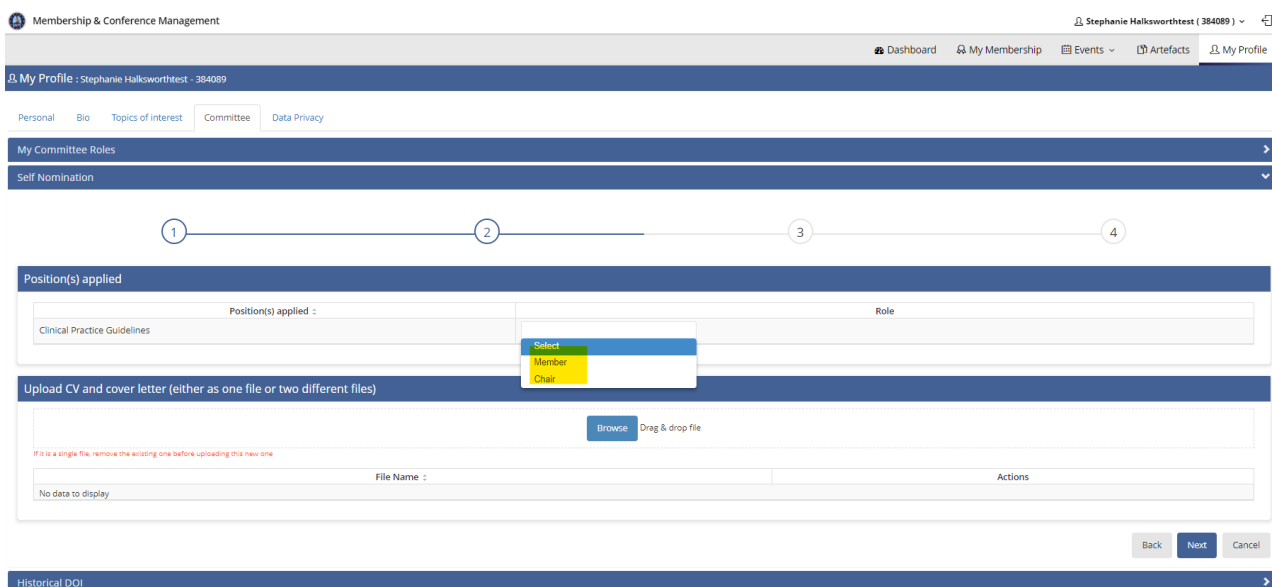
1 2 3 4

For what position, scholarship or fellowship would you like to be considered?

- > Domains
- > TaskForces
- > Organisational Committees
  - Clinical Practice Guidelines
  - Residents
  - **Allied Health Professionals**
- > Standing Committees

3.2. Under **Position applied** and **Role**, select **Member**

3.3. Under **Upload CV and cover letter**, click on **Browse** and select your **CV** and **Cover Letter**. You can upload multiple documents (PDF only). Click **Next**.



Membership & Conference Management

Stephanie Halksworthtest (384089)

Dashboard My Membership Events Artefacts My Profile

My Profile : Stephanie Halksworthtest - 384089

Personal Bio Topics of interest Committee Data Privacy

My Committee Roles

Self Nomination

1 2 3 4

Position(s) applied

Position(s) applied : Clinical Practice Guidelines

Role

Select Member Chair

Upload CV and cover letter (either as one file or two different files)

Browse Drag & drop file

If it is a single file, remove the existing one before uploading this new one

No data to display

File Name :

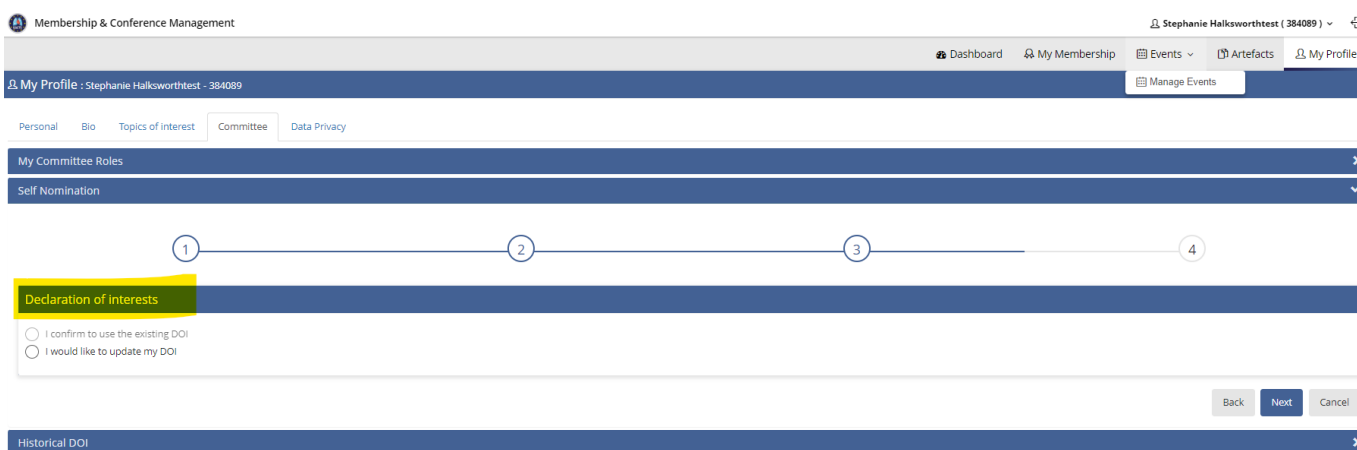
Actions

Back Next Cancel

Historical DOI

3.4. Under **Declaration of Interest**, select the most relevant option:

- 3.4.1. To use existing DOI, select **I confirm to use the existing DOI**, then click **Next**.
- 3.4.2. To update existing DOI, select **I would like to update my DOI**.
- 3.4.3. To submit a DOI for the first time, select **I would like to update my DOI**.
- 3.4.4. Click **Next** to proceed.



Membership & Conference Management

Stephanie Halksworthtest (384089)

Dashboard My Membership Events Artefacts My Profile

My Profile : Stephanie Halksworthtest - 384089

Personal Bio Topics of interest Committee Data Privacy

My Committee Roles

Self Nomination

1 2 3 4

Declaration of Interest

☐ I confirm to use the existing DOI

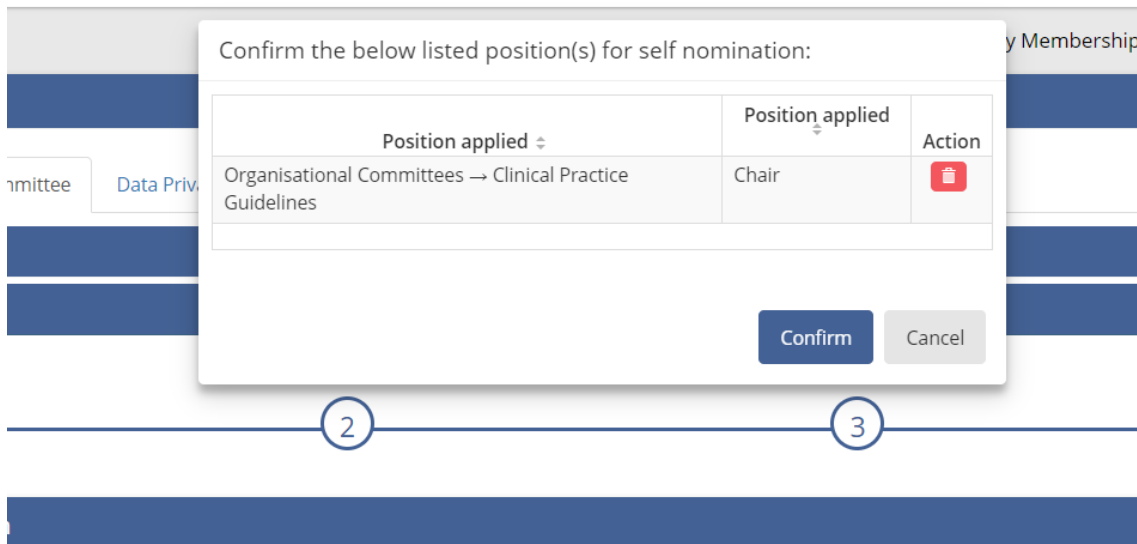
☐ I would like to update my DOI

Back Next Cancel

Historical DOI

4. Click [Submit](#) to CHECK your application

5. Click [Confirm](#) to SUBMIT the application (this part seems the wrong way round – but it is correct!).



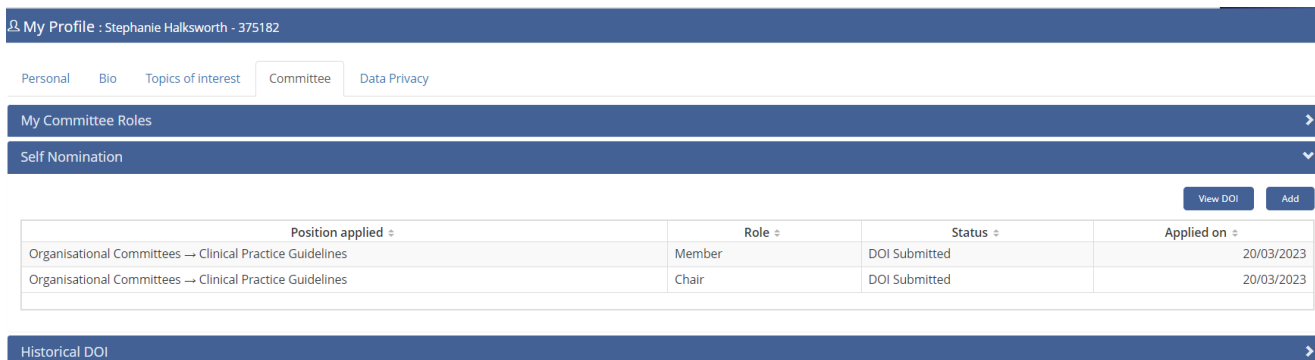
Confirm the below listed position(s) for self nomination:

Position applied	Position applied	Action
Organisational Committees → Clinical Practice Guidelines	Chair	

[Confirm](#) [Cancel](#)

2 3

6. **To view your application:** You will see your submitted application listed in the [Self Nomination](#) section. If you cannot see your application, it has not been submitted!



My Profile : Stephanie Halksworth - 375182

Personal Bio Topics of Interest Committee Data Privacy

My Committee Roles

Self Nomination

[View DOI](#) [Add](#)

Position applied	Role	Status	Applied on
Organisational Committees → Clinical Practice Guidelines	Member	DOI Submitted	20/03/2023
Organisational Committees → Clinical Practice Guidelines	Chair	DOI Submitted	20/03/2023

Historical DOI

**Congratulations! You have successfully applied to an EACTS Committee.**