EACTS COMMITTEE

‘Self-Nomination’ Application Process

How to Apply via the EACTS User Area

1. Login to the EACTS User Area

2. Go to My Profile (top right corner of the menu) and complete all required* fields on each page:
   2.1. **Personal** – complete all required fields (all fields are required unless specified as ‘optional’)
   2.2. **Bio** – state your **Primary expertise** *
   2.3. **Topics of Interest** – select your **specialty** and **topics of interest**
3. Still in **My Profile**, click on **Committee** then **Self Nomination**

3.1. Click on **Organisational Committee** dropdown and select the relevant Committee, click **Next**
3.2. Under **Position(s) Applied – Role**, select the role you wish to apply for (it may show a selection of membership types such as ‘member, observer member etc).

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

3.4.2. To update existing DOI, select *I would like to update my DOI* and follow the instructions to add/remove conflicts.

3.4.3. To submit a DOI for the first time, select *I would like to update my DOI* and follow the instructions to add conflicts or select none to report.

3.5. Please tick *I acknowledge the Terms & Conditions* and click **Update**.

3.6. Click **Next** to proceed.
3.7. Click **Submit**. A popup will appear for you to **check** the details of your application.

3.8. If all details are correct, click **Confirm. This will submit your application.**
4. To check your application status, go back to the **Self Nomination** section:

4.1. If you can see your application, it has been successfully submitted.
4.2. If you cannot see your application, it has **not** been submitted.
4.3.
4.4. To apply for another role*, please click **Add** (top right).

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

*EACTS discourages applications to multiple task forces or committees at one time unless they are highly relevant to your expertise and interests.