Part 1: How to sign up to VOICE as an Imperial researcher

1. Go to https://voice-global.org/

2. Click on ‘Get Started’ in the top right corner of the page (see red box below)

3. Select your account type as ‘Researcher’ and choose ‘Imperial College London’ as your organisation

4. Fill in your details, provide your Imperial College email address and click ‘Agree and Continue’

5. Wait for your account to be verified by an Imperial VOICE Administrator (this may take up to 5 working days, so please ensure you leave enough time to get your opportunity up).

6. Once verified you are able to upload your opportunity (see page 2 instructions)

If you have any queries about this process, please contact voice@imperial.ac.uk and hello@voice-global.org
Part 2: Create an opportunity on VOICE

1. Navigate to your dashboard on https://voice-global.org/ by going to the top right hand corner and clicking on your name. Dashboard will appear in the dropdown menu

2. Once in dashboard go to ‘opportunities’ on the left hand side bar and click the ‘New Opportunity’ button

3. Choose the relevant opportunity type
4. Work through the form to design your opportunity. If you are unsure what to include in each section, click on the red ‘I’ icon (see arrow) to get further information.

5. Send opportunity for approval OR if you aren’t ready to send for approval you can also go back and the work you have done on your opportunity will be saved in your drafts on the opportunity section of your dashboard.

6. Wait for your opportunity to be approved by the ICL VOICE administrators for your relevant department (up to 10 working days).

7. If administrators have any queries about your opportunity, they will provide comments on your opportunity and ask you to make some amendments before making live. You will automatically receive an email notification to let you know whether your opportunity needs revisions or has been published. If it needs revisions you can log into VOICE to see the comments, revise the opportunity, and re-submit to the administrator for publishing.

Please note VOICE Opportunity Timeframes:

The following VOICE opportunities have a set timeframe for when opportunities must be submitted to the platform.

- **Events**: Opportunity must be submitted on VOICE at least **2 weeks** before the event
- **Online/In-person workshop**: Opportunity must be submitted on VOICE at least **4 weeks** before the workshop.
- **Public Contributor**: Opportunity must be submitted on VOICE at least **2 weeks** before the closing date for the opportunity.