

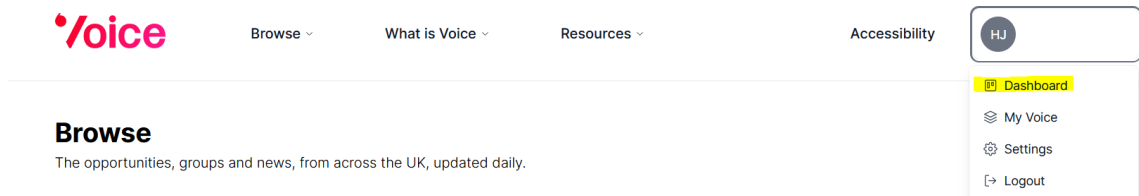
## Part 1: How to sign up to VOICE as an Imperial researcher

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](mailto:voice@imperial.ac.uk) and [hello@voice-global.org](mailto: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



Opportunity' button

### Create your new opportunity

What type of opportunity are you looking to create?

#### Select opportunity type

<b>Event</b> An opportunity for an audience to learn, interact and socialise, either in person, online or hybrid.	<b>In-person Workshop</b> A facilitated workshop or focus group to discuss a topic and gather views, insights and experience. Usually involves 7-10 participants but can be more.	<b>Online Workshop</b> Just like an in-person workshop but occurs online only. Beneficial if you would like to obtain a wide range of views from participants who aren't restricted by geographical location.
<b>Public Representative</b> An opportunity for a Voice member to contribute by taking on a role as a public representative, embedding the public perspective throughout a project.	<b>Study Participant</b> As study participants Voice members are the subjects of a research project or clinical trial.	<b>Survey</b> Promote your survey to Voice members and signpost them out to a third party survey tool such as Qualtrics or Survey Monkey.

#### Select a category

<b>Research</b> For opportunities which will contribute to a funded research project or a pre-funding research proposal.	<b>Policy</b> For opportunities which will directly influence the creation of new policy, regulations or guidelines.
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3. Choose the relevant opportunity type

- 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.

The screenshot shows a multi-step form for creating an opportunity. The current step is 'STEP 3 Data & Docs'. The 'Details of your opportunity' section includes:

- Title \***: Create a short and snappy title for your opportunity. (80 characters left)
- Summary \***: Create a short and snappy summary for your opportunity. (120 characters left)
- Description \***: Tell us what it's about and the things participants can expect. (Rich text editor with options for Bold, Italic, Underline, Quote, Bulleted List, Numbered List, and Link)

- 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.

The dashboard shows the following data:

Opportunity name	Creator	Type	Closing	Applicants	Status
Created 25 Jul 2023	Imperial College London	Event	-	-	Draft

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