How to join an IC?

The member has several ways to join an IC :

→ When he fills in his application form to join ICOM (new member):

In this case, the affiliation will be imported in Iris database at the same time than all his information.

➔ Through IRIS memberspace

The member can at least join or update his IC and his email in the IRIS memberspace. He can access to the IRIS memberspace here :

https://icom-museum.force.com/login

Once his information has been modified and saved, it will be automatically updated in IRIS, and the IC will receive an email as follows: The NC will also be informed.

ICON conseil international des musées
Hello,
has chosen your International Committee as main International Committee.
You can contactby email, at
Regards,
The ICOM Membership department

→ Through the ICOM website.

The member will use the "join an International Committee" section.



From now on, when the member wants to go through this section, he will be automatically redirected to his IRIS memberspace. The modification or inscription to an IC will therefore also be automatic and the IC will receive the same email as in the previous step:

ICOI	Conseil international des musées
Hello,	
International Co	has chosen your International Committee as main mittee.
You can contac	by email, at @g <u>mail.com</u>
Regards,	
The ICOM Mem	bership department

In consequence, you should not receive the following email anymore. In case you receive this email, please forward it to me (<u>marine.walon@icom.museum</u>), because the inscription or modification of the data is not automatically updated in IRIS.

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→ By the membership department:

The membership department receives updates, and part of them are inscriptions to ICs. In this case, the information is also directly updated in the Iris database.

It is important to regularly check in IRIS the list of members of your committee as it is updated all over the year.

To quickly check if you had new members this week or this month, you can consult the report "**New this year**" and organize the list via the column "*Membership to IC: Last Modified Date*"

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* Please note that the username and password are the same for Iris memberspace and website memberspace.

* Please also note that the username is generally the email, and in case the member has forgot his password, he can fill in the username and click on the *"forgot my password"* button.

* In case his personal space has never been activated, he can contact <u>membership@icom.museum</u>.