



ICS Faculty Etiquette

Thank you for agreeing to speak at an ICS educational activity. The ICS supports and attends educational activities across the world. We strive to make best use of the wide range of knowledge and capabilities in our society by involving as many of our members as much as possible to meet the different local educational needs and interests. As part of the ICS sponsored faculty or as a guest lecturer we ask that you follow the faculty etiquette guidance below.

Timing

- For a short course (1-2 days), please arrive before the ICS educational course starts and stay until the entire ICS course is concluded to promote networking and knowledge exchange.
- For a longer course (4-7 days), ICS expects you to arrive the day before the day of your presentation and participate in the course for at least the entire day. We do however; encourage you to stay additional days.
- Be present during the course as much as possible, especially during all discussion sessions. Join in all social functions with the hosts, e.g. welcome receptions, gala dinners for short courses, and attend as many functions as possible for longer courses. This is particularly important in countries where the ICS is new or underrepresented, and where the local hosts truly value our participation. These opportunities for social networking are invaluable to ICS.
- Please adhere to ICS office and course hosts' information request deadlines (presentation slides, travel details, handouts, etc). For example, a delay in sending your slides/handouts by the agreed date can result in a delay to the entire printing process for a large course.

Course Materials

Please:

- Prepare clear handouts according to individual course instructions.
- Provide a short C.V. and a photograph.
- Present high quality slides that are designed to fit and engage your audience.
- Adhere to current ICS standards regarding terminology and practice.
- Use ICS slide templates where required