

From: incits-officers@standards.incits.org on behalf of [Lynn Barra](#)
To: "incits-officers@standards.incits.org"
Subject: [incits-officers] INCITS Officer Training Sessions - Schedule for 2021
Date: Tuesday, December 22, 2020 3:54:37 PM

To INCITS Officers –

In an effort to ensure that all officers receive the required officer training and to accommodate as many schedules as possible, the INCITS Secretariat will once again offer regularly scheduled training sessions once per month via Zoom.

Please note that Chair, Vice-chair, Secretary and IR training for the Executive Board, Executive Board Committees, Technical Committees, Task Groups and Study Groups is mandatory within one year of appointment. However, in the case of new officers that have not previously held the officer position appointed or elected to, training shall be required within three months of approval or appointment. The INCITS Secretariat develops the training materials, the schedule and will provide the training sessions.

The training sessions will be held from 1:00 PM to 3:00 PM eastern time as noted below:

- Thursday, January 21, 2021
- Thursday, February 18, 2021
- Thursday, March 18, 2021
- Thursday, April 15, 2021
- Thursday, May 20, 2021
- Wednesday, June 9, 2021 (following adjournment of the INCITS TC Officer Symposium, if held face-to-face)
- Thursday, June 17, 2021
- Thursday, July 15, 2021
- Thursday, August 19, 2021
- Thursday, September 16, 2021
- Thursday, October 21, 2021
- Thursday, November 18, 2021
- No sessions in December

First session for 2022:

- Thursday, January 20, 2022

These training sessions will include the INCITS Officer's Tutorial, ICMS training, and other information as needed. If you are interested in attending one of these sessions, please contact the INCITS Secretariat. Reminders will be sent each month and Zoom details are generally sent out a few days in advance of each session to those individuals that have RSVP'd. For reference, all training sessions will be added to the INCITS officers [calendar](#).

If you have any questions, please let us know.

Regards-
Lynn