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Subject: [eb] INCITS Officer Training Sessions - Schedule for 2022
Date: Friday, November 5, 2021 7:01:02 PM

To INCITS Officers –

The 2022 INCITS Officers training schedule is here!

To ensure that officers receive officer training as needed and members that want to attend a session to learn more about the process and participating, the INCITS Secretariat will again offer monthly training sessions in the coming year. The sessions will be conducted via Zoom. For planning purposes and to accommodate as many schedules as possible, the 2022 officer training schedule has been posted.

As a reminder, 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. For officers that have previously held positions of 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.

These training sessions include the INCITS officer's tutorial, officer roles and responsibilities, ICMS training, national and international processing, and much more. All are welcome and encouraged to attend. If you are interested in attending one of these sessions, please contact the INCITS Secretariat. Reminders are 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](#).

The scheduled sessions for 2022 will be held from 1:00 PM to 3:00 PM eastern time as noted below:

- Thursday, January 20, 2022
 - Thursday, February 17, 2022
 - Thursday, March 17, 2022
 - Thursday, April 21, 2022
 - Thursday, May 19, 2022
 - Wednesday, June 8, 2022 (following adjournment of the INCITS TC Officer Symposium, if held face-to-face)
 - Thursday, June 16, 2022
 - Thursday, July 21, 2022
 - Thursday, August 18, 2022
 - Thursday, September 15, 2022
 - Thursday, October 20, 2022
 - Thursday, November 17, 2022
 - No scheduled session in December
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If you have any questions, please let us know.

Regards-
Lynn

