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**InterNational Committee for Information Technology Standards (INCITS)**

Secretariat: Information Technology Industry Council (ITI)

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To: INCITS/Inclusive Terminology

Reply To: [Jennifer Garner](#)

**Subject: Final Follow-Up to INCITS LB8297 – Appointment of Phil Wennblom as Chair of INCITS/Inclusive Terminology – Training Due September 27, 2022**

**Due Date: September 27, 2022**

Action: As required by INCITS procedures, for a new officer that has not previously held the officer position appointed or elected to, training shall be required within three months of approval or appointment - not later than the date indicated above.

INCITS LB8297 – Appointment of Chair of INCITS/Inclusive Terminology closed on June 24, 2022. Phil Wennblom received the required level of support (majority) to secure appointment for a first term as Chair of INCITS/Inclusive Terminology. Phil's first term begins immediately and will expire in June 2025.

As required by INCITS procedures, for a new officer that has not previously held the officer position appointed or elected to, training shall be required within three months of approval or appointment. As Phil Wennblom has been appointed to his first term as Chair of INCITS/Inclusive Terminology, he must receive INCITS Officer Training not later than September 27, 2022.