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To: incits-officers@standards.incits.org
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Subject: [eb] INCITS Officer Training Sessions - Schedule for 2023 [Correction]
Date: Wednesday, December 14, 2022 12:32:22 PM

To INCITS Officers –

This is a resend to correct the June training date.

The 2023 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 regularly scheduled training sessions. The sessions will be conducted via Zoom. For planning purposes and to accommodate as many schedules as possible, the 2023 officer training schedule has been posted.

As a reminder, Chair, Vice-chair, and IR training for the Executive Board, Executive Board Committees, Technical Committees, Task Groups, Expert Groups, and Study Groups is mandatory within one year of appointment. 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. Prospective officers and other interested parties are also encouraged to attend these training sessions.

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 about the training sessions 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 regularly scheduled sessions for 2023 will be held from 1:00 PM to 3:00 PM eastern time as noted below:

- Thursday, January 19, 2023
- Thursday, February 16, 2023
- Thursday, March 16, 2023
- Thursday, April 20, 2023
- Thursday, May 18, 2023
- Wednesday, June 7, 2023 (face-to-face session following adjournment of the INCITS TC Officer Symposium)
- Thursday, July 20, 2023
- Thursday, August 17, 2023
- Thursday, September 21, 2023
- Thursday, October 19, 2023
- Thursday, November 16, 2023
- No scheduled session in December

Regards-
Lynn