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Subject: [eb] INCITS Officer Training Sessions - Schedule for 2024
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To INCITS Officers –

The 2024 INCITS Officers training schedule is here!

We are pleased to announce that the INCITS Secretariat will again be offering regular monthly officer training sessions via Zoom in 2024. Our goal is to ensure that officers receive the training they need and that members who are interested in learning more about the process and participating have a chance to attend.

To accommodate as many schedules as possible, we have posted the 2024 officer training schedule. We encourage all officers and interested members to mark their calendars and join us for these informative and engaging sessions.

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 2024 will be held from 1:00 PM to 3:00 PM eastern time as noted below:

- Thursday, January 18, 2024
- Thursday, February 15, 2024
- Thursday, March 21, 2024
- Thursday, April 18, 2024
- Thursday, May 16, 2024
- Wednesday, June 12, 2024 (F2F session following adjournment of the INCITS TC Officer Symposium)
- Thursday, July 18, 2024
- Thursday, August 15, 2024
- Thursday, September 19, 2024
- Thursday, October 17, 2024
- Thursday, November 21, 2024
- No scheduled session in December

- Thursday, January 16, 2025

We look forward to seeing you at our upcoming training sessions!

Regards-
Lynn