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

Secretariat: Information Technology Industry Council (ITI)

700 K Street NW, Suite 600, Washington, DC 20001

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To: INCITS/Brain Computer Interfaces  
INCITS Executive Board

Reply To: [Jennifer Garner](#)

**Subject: Final Follow-Up to INCITS LB9231 – Appointment of Brandy Smith as Chair of INCITS/Brain Computer Interfaces – Training Due June 8, 2024**

**Due Date: June 8, 2024**

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 LB9231 – Appointment of Chair of INCITS/Brain Computer Interfaces closed on March 7, 2024. Brandy Smith received the required level of support (majority) to secure appointment for a first term as Chair of INCITS/Brain Computer Interfaces. Brandy's first term begins immediately and will expire in March 2027.

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 Brandy Smith has been appointed to her first term as Chair of INCITS/Brain Computer Interfaces, she must receive INCITS Officer Training not later than June 8, 2024.