

# HFES TECHNICAL GROUP NEWSLETTER

APRIL 2022

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**New to the Technical Group leadership or need a refresher? Check out the Technical Group Handbook for detailed information on leading your Technical Group.**

## HFES TECHNICAL GROUPS

HFES Technical Groups play an important role for the Society. Among them, Technical Groups:

- Clarify the need for and encourage human factors research, application, and education in the field of interest
- Provide opportunities for technical interchange among professionals in the field of interest
- Promote opportunities for growth in professional skills and knowledge of Society members within the field of interest
- *And so much more!*

## TECHNICAL GROUP ELECTIONS

Although there is some variation, Technical Group officers typically consist of Chair, Chair-Elect, Secretary-Treasurer, Program Chair, Program Chair-Elect and Electronic Communications Chair.

At a minimum, each Technical Group should have a Chair, Program Chair, Program Chair-Elect and an Electronic Communications Chair. Please note that Technical Group Chairs, Program Chairs and Program Chair-Elects must be current full members of the Society and the Technical Group.

HFES can support Technical Groups in their election processes in a number of ways:

- Create an online form for collecting nominations
- Send an email to Technical Group members announcing the call for nominations
- Create an online form for facilitating your election
- Send an email to Technical Group members with election voting information

Please note that the form and ballot are not secure password protected sites requiring one's login ID and password or secure individual voting code.

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*If you would like to utilize support from HFES for your elections, please contact Caitlin Sarlo at [casarlo@hfes.org](mailto:casarlo@hfes.org)*

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## UPDATING YOUR TECHNICAL GROUP LEADERSHIP

Is your Leadership information up to date on the HFES website?  
Please take a few minutes to check:

1. Go to the [Committee and Technical Group Directory](#)
2. Find your Technical Group
3. Click on the blue “Members” button to the right of your Technical Group
4. If any of your leadership is incorrect on this page, please email Caitlin Sarlo at [csarlo@hfes.org](mailto:csarlo@hfes.org) with the names and titles of your leadership, along with the terms dates (we need both the start date and end date for each leadership role to be able to update the system on our end)

Don't forget to let us know of any new officers taking leadership roles this year!

*Tip: Adding a picture to your profile allows members to feel more connected to their leaders. If you don't already have a photo on your profile, add a color headshot and encourage your other leaders to do the same!*

## UPCOMING EVENTS – SAVE THE DATE!

HFES will be hosting the [66th Annual Meeting](#) in Atlanta, GA October 10-14, 2022. We are looking to schedule Technical Group business meetings on Wednesday, October 12. Staff will be in touch in the future to solidify these meetings and provide additional information.

Additionally, please plan to attend the in-person Council of Technical Groups meeting in Atlanta taking place from 3:30 – 5:00 pm ET on Monday, October 10.



## HFES CONNECT

Every Technical Group has their own community in [HFES Connect](#). This group allows you to communicate and interact with your members. These groups are tied to the HFES membership database, so anyone who joins a Technical Group is automatically added to this Community! Please note that one must be logged in to view this page.

## HFES MEMBER NEWS

HFES wants to promote the important achievements of our members in the bi-weekly Bulletin. Appropriate topics include research milestones or other significant achievements, professional accolades, awards or recognitions, promotions or new positions, and similar professionally-oriented topics.

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*Please [fill out this form](#) to submit Technical Group news and activities!*

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## HFES CALENDAR OF EVENTS

HFES is pleased to post information concerning any upcoming meetings, webinars, or other Technical Group activities you wish to raise awareness about on our [Calendar of Events](#) page. Let us know about your meetings and other events by emailing me at [csarlo@hfes.org](mailto:csarlo@hfes.org).

## MORE INFORMATION

We want to thank you for volunteering to be a leader within HFES and your Technical Group! Be on the lookout for additional communications from HFES throughout the year. If you have any questions, please don't hesitate to contact me at [csarlo@hfes.org](mailto:csarlo@hfes.org).



**HFES**  
Systems That Work for **Humans**

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