

Main category	When to use?	Subcategory	When to use?	Roles
Participating in or organising an event		Membership of a scientific or program committee of a	Use when you take part in organising a conference as a program committee member.	Member, chair, organizer, participant, tutor
		Membership of an organizing committee or other positions of trust of a conference or a seminar.	Use when you take part in organising a conference as an organising committee member.	
		Organization of a workshop, panel, session, tutorial or event	You organize an event that is not as large scale as a conference, e.g. beginning or end seminar of a project, camps, hackathons and artistic events that are not research outputs.	
		Chair of a conference, workshop, panel, session, tutorial or event	Chair of a conference, workshop, panel, session or tutorial or other organised event.	
		Participant of a conference, workshop, panel, session, tutorial or event	Use when you take part in a conference, workshop etc. for networking purposes, and don't present a paper, give a talk or take part in a panel discussion.	
		Organization of an event for a non-academic audience (public outreach)	You take part in organising an event where the main audience is not academic.	
		School engagement	Use when you have collaboration with schools by either inviting school groups to visit Aalto University or by visiting student groups in their schools.	
Publication peer review and editorial work	Register here any reviewer activity or editorial work done as an on-going basis. Note! Editorial work of a single issue of a journal, for example a special issue or thematic issue is registered to research output contribution as an anthology.	Editor-in-chief in a journal or in a book series	You have a long-term position in a journal or in a book series as an editor-in-chief which is responsible for the quality and the scientific trend of the publication. Please, mark the beginning and end years.	Reviewer, Editorial board member, Guest editor, Other, Editor, Editor-in-chief
		Membership of an editorial board	You are an associate editor or a member of an editorial board. Please, mark the beginning and end years. Note! Please mark editor-in-chief to the activity type "Editor-in-chief in a journal or in a book series".	
		Reviewer of a scientific journal	Use when you peer-review scientific articles submitted to a journal.	
		Reviewer of a conference article	Use when you peer-review scientific papers submitted to a conference.	
		Reviewer of a other manuscript	Use when you peer-review other scientific manuscripts.	
Talk or presentation		Conference presentation	Use when 1) You take part in a conference, and have a presentation/talk. E.g panel participation can be added here. Your paper is not shared publicly. 2) You have a paper, poster, abstract or extended abstract, add in Research output/Contribution to conference/paper. 3) You have a conference article that is published, and it has a persistent identifier (ISSN or ISBN), add in Research output/Chapter in book/report/conference proceeding/conference contribution/scientific (A4). 4) Your conference paper is not peer-reviewed, choose above mentioned path and not-peer reviewed (B3). 5) You present in a professional conference, choose professional (D3). 6) Your conference article is published in a journal later-on, add in Research output/Contribution to journal/Article (A1).	Speaker, contributor, invited speaker, keynote speaker
		Academic keynote or plenary lecture	Use when you are invited to talk as the main presenter of the event, e.g. at another HE institution. Your roles is a keynote or plenary speaker.	
		Invited academic talk	Use when you are invited to give a talk or lecture in an academic conference track/session. If you're a presenter, your role is a speaker, otherwise, your role is a contributor. Please add keynote or plenary talks to the activity category: "Academy keynote or plenary lecture".	
		Public talk to non-academic audience (public outreach)	Use when you give a talk or lecture to the audience of the general public. If you're a presenter, your role is a speaker, otherwise, your role is a contributor	
Commercial, industrial or non-academic activities		Consultancy and expert advice (including statements)	You work closely with public or private sector and advises them in decision making. This is a more unofficial relationship than the position of trust, and may contain a financial exchange. Statements are given free of charge as a representative of Aalto University	Consultant, advisor, founder of a company
		Starting your own company		
Memberships (typically long-term positions of trust)		Work for advisory/policy/evaluation group or panel	You are a nominated member of board or an advisor in the public sector, e.g. Sitra, City of Espoo etc.	Chair, member, participant, reviewer, contributor, advisor
		Work for advisory/policy/evaluation group or panel (non-public/non-government/industry)	You are a nominated member of board or an advisor, in the private sector.	
		Position of trust in an academic community	Use when you're a nominated member in an academic community, e.g. a chair or a member of a board. You also add positions of trust in Aalto here.	
		Position of trust in a funding organization	You are a nominated member of e.g. Swedish Research Council or Academic of Finland.	
		Position of trust in a society or network	You are a nominated member of e.g. chair of IEEE.	
		Regular membership of a society or network	You are a regular member of e.g. IEEE.	
		Membership of a competition jury	You are an invited or a nominated member responsible for making decision, e.g. about residence based on artistic merits or grants.	
Visiting an external institution		Visiting an external academic institution	You visit abroad as a researcher and/or lecturer. You can add all your visits, that take more than 5 working	Visiting researcher, visiting lecturer, student, visitor (research and teaching)
		Studying in an external academic institution	Use when you study abroad.	
Hosting an visitor		Hosting an academic visitor	Use when you are hosting a visitor.	
Academic assessments		Statement of assessment of professorship	Use when you are assigned to evaluate professorships alone or as a member of an evaluation panel, e.g. tenure track panel in Aalto or in another university.	Examiner, reviewer, opponent, supervisor, contributor, chair, member, instructor, leader,
		Statement of assessment of docentship	Use when you are assigned to evaluate the qualifications of a person for a title of docent in Aalto or in	
		Statement of assessment of other positions	Use when you are assigned to evaluate any other positions in Aalto or in another university	
		Evaluation of significant academic activities	Use when you are assigned to evaluate significant academic activities in Aalto or in any other HEIs (e.g. SAEB).	
		Evaluation of other academic activities	Use when you are assigned to evaluate other academic activities in Aalto or in other HEIs.	
		Evaluation of funding applications	Use when you are assigned to evaluate funding applications.	
		Leadership experience in research groups or projects	Add here leadership experience in research groups or projects (specify your role in the description field, for example if you act as a mentor for post-doctoral researchers or principal investigator or co-PI of the project)	
		Pre-examination of doctoral thesis or acting as opponent to doctoral students or membership of doctoral thesis committee or board	Use when you are a pre-examiner of a thesis or a member of a doctoral theses committee or act as an opponent to a doctoral thesis in Aalto or in another university.	
		Evaluation of other than Doctoral thesis (e.g. Licentiate, Master's)	Use when you are an examiner of a Master's or Licentiate thesis.	
		Appointed supervisor or advisor of postgraduates at Higher Education Institutions.	Add here supervisor or advisor of postgraduate activity in other HEIs than Aalto. Add number of students (do not use person names) and degree level, e.g. doctoral degree and the organisation.	
Appointed supervisor or advisor of undergraduates at Higher Education Institutions.	Add here supervisor or advisor of undergraduates activity at Aalto or any other HEIs. Add number of students (do not use person names) and degree level, e.g. master's or bachelor's degree and the organisation.			
Other		Teaching merits	You can add here carefully selected teaching merits in Aalto or elsewhere, e.g. pedagogical training, research-based and collaborative development of teaching and teaching methods, teaching experience, funding received for the development of teaching.	Visitor, contributor, translator, member, supervisor, participant, other, docent
		Other expert tasks or merit	You can add any other academic merit here, e.g. promoting responsible research. Please add artist residency	
		Academic qualification (e.g. title of docent)		
		Short group visit to research infrastructure	Add here any short group visits to the research infrastructure, e.g. a pupils' day-visit to Otanano or Metsähovi.	
Prizes		Award or honor granted for a specific work	Use when you have been granted award due to your academic or artistic work, e.g. speaker award, best	Recipient, Student prize recipient, Supervisor, Supervising professor, Advisor
		Award or honor granted for academic or artistic career	You have been honored thanks to your exceptional academic or artistic career, e.g. nominated fellowship, Artist Professor, Aalto Professor etc.	
		Invitation or ranking in competition	Use when you have excelled in a competition	
		Granted funding (personal grants)	Add here e.g. artist residency programs.	
		Granted funding (public project funding)	You can add the funding if you are the PI of the project, e.g. ERC grants.	
Press / Media		Media appearance	You and your research and/or artistic work has been in a journal, magazine, radio or tv.	Interviewee, creator, presenter, research cited, other
		Social media activity	You and your research and/or artistic work has been in social media channels.	