**Publication peer review and editorial work**

- **Reviewer, Editorial board**
  - When you are a nominated member of e.g. chair of IEEE.
  - When you visit abroad as a researcher and/or lecturer. You can add all your visits, that take more than 5 working days.

- **Member, chair, organizer, editor**
  - Use when you have been granted award due to your academic or artistic work, e.g. speaker award, best paper award.
  - When you have excelled in a competition or other academic merit.
  - 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. Please add keynote or plenary talks to the activity category "Academic keynote or plenary lecture".
  - When you work closely with public or private sector and advises them in decision making. This is a more unofficial role.

- **Consultant, expert, advisor**
  - When you are invited to talk as the main presenter of the event, e.g. at another HE institution. Your roles can be invited speaker, keynote speaker, research cited, and presenter, otherwise, your role is a contributor.
  - When you are invited to give a talk or lecture or to participate in a panel discussion.

- **Student, artist professor**
  - When you have studied in an external academic institution.

**Press / Media**

- **Interviewee, creator**
  - When you have been honored thanks to your exceptional academic or artistic career, e.g. nominated fellowship, employee of the year.

- **Editor, Editor-in-chief**
  - When you have collaboration with schools by either inviting school groups to visit Aalto University or by giving school talks.

**Talk or presentation**

- **Speaker, contributor**
  - When you are an examiner of a Master's or Licentiate thesis.
  - When you are a pre-examiner of a thesis or a member of a doctoral theses committee or act as an examiner to a doctoral student in Aalto or in another university.

- **Participant, tutor**
  - When you are a member of a doctoral student's examination committee or board.
  - When you are invited to give a talk or lecture or to participate in a panel discussion.

**Academic assessments**

- **Supervisor, advisor, participant**
  - When you are assigned to evaluate significant academic activities in Aalto or in any other HEIs (e.g SAEB), in tenures track panel in Aalto or in another university.

- **Consultant and expert advice (including statements)**
  - When you have expertise in your field of research, e.g. pedagogical training, research-based teaching experience, funding applications, etc.

- **Academic keynote or plenary lecture**
  - When you are a member of a scientific committee or a program committee.
  - When you are a member of a scientific or program committee of a conference.

<table>
<thead>
<tr>
<th>Activity category</th>
<th>When to use?</th>
<th>Subcategory</th>
<th>When to use?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating in or organizing an event</td>
<td>Participating in an organizing committee or other organisational task of a conference or a journal</td>
<td>When you take part in organizing a conference or an organizing committee member.</td>
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<td></td>
</tr>
</tbody>
</table>