

Biography Guidelines

Please refer to the following guidelines prior to submitting your Masters Conference bio. All submissions will be reviewed prior to publication to the website.

We appreciate your interest in being part of the Masters Conference! We work hard to keep our content up to date. Should you notice a discrepancy with any listed biography on our site, please contact us immediately. Thank you!

BIO INFORMATION

NAME

Your bio should feature your **full name** as you wish it displayed on our website, as well as any print publications.

COMPANY

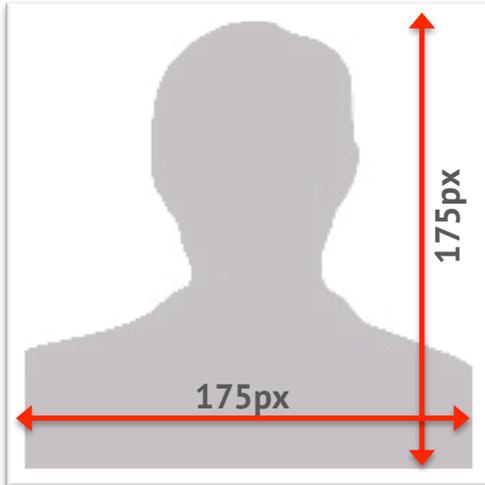
Please provide your company's full name, as well as the website URL. This will allow us to link to the business website from your profile.

BIO CONTENT

Your bio is a great chance to highlight your professional experience to other Master Conference attendees and Sponsors. We want you to shine when it comes to presenting yourself and your specific expertise!

We request that you keep your bio between 100 – 175 words. Should your bio exceed 175 words, it will be rejected, and you'll be asked to submit a new version. During this time your bio will not be visible on the website, or be featured in any print publications of the Masters Conference.

Note that the earlier you submit your bio, the earlier we can feature it in our materials!



BIO PICTURE

Your picture is one of the most important components of your Masters Conference bio. Pictures should be clear, properly sized and have a neutral background whenever possible.

Bio pictures will not be accepted if they are fewer than 175 pixels tall by 175 pixels wide. If you are unsure about how to measure the dimensions of a digital photo in size, please feel free to contact us and we can help.

Note that you may submit pictures larger than the dimensions provided and we will edit accordingly. If the height and width are not of equal size (i.e. the photo provided is of landscape or portrait orientation and not square), your photo will be cropped accordingly. Photos larger than one (1) megabyte in size will be rejected

CONTACT INFORMATION

LINKEDIN

Given the professional networking nature of the Masters Conference, we ask that you provide us with the URL to your LinkedIn profile. The URL can be found by visiting your LinkedIn profile. The link is located directly below your profile image (example below).

Providing us with this URL is **optional**. However, this is a great way for others that meet you at the conference to later connect.



EMAIL

Submitting your bio requires that you provide us with your email. Please note that we will not share this unless you give us permission to do so. When submitting your bio, please select the option “*share my email address*” so that we know you’d like a link to your email provided.



Note that your email is not directly visible on your profile and is represented by a mail icon like the one shown. When a visitor clicks on this icon, it will launch their email application, which will then display your email address.

PHONE

Your phone number is required so that we may contact you should we have questions. Note that we will never share your phone number, as it is kept confidential.

QUESTIONS AND UPDATES

Should you require that your biography be removed from the Masters Conference website for any reason, please contact us immediately. We will make every effort to accommodate your request within 48 – 72 hours. Note that we will need to verify that you are the owner of the profile prior to removing it from the website.

Should you have questions about your bio, please email or contact your Masters Conference representative immediately, and we will try to answer your questions in a timely fashion.

Should your wish to update your bio, please submit a new bio at <http://themastersconference.com/media/bio-submission-form>. Please note in the comments that the bio you are submitting is to replace or update your existing biography that is currently on the website.

THANK YOU

We thank you for your submission and will contact you directly should there be any questions!