**Requirements-Biographical Sketch/Platform**

The biographical sketch/platform must conform to the following guidelines.

**No exceptions**

* Written in English in the first person (‘I’, not ‘the candidate’, he/she, etc.)
* Edited for grammar and spelling
* Written in paragraph format; do not use bullets and/or numbering
* Not contain hyperlinks or references to other written or electronic modalities
* Not disparage or criticize other candidates or their positions
* Not contain endorsements by any IALEIA member~~s~~
* Limited to 200 words or less; no addenda and no links allowed
* Submitted to the Election Committee by the deadline for nominations

The Committee will return to the nominee for editing any biographical sketch/platforms which fail to meet these guidelines. If the biographical sketch/platform is returned to the nominee, the nominee will have until the deadline to conform to the guidelines. If the biographical sketch/platform still fails to adhere to all the guidelines above, the Election Chair will post on the IALEIA election site the first 200 words of the biographical sketch/platform only.

**If your documentation is not provided by the deadline of February 17, 2021 by 23:59 Pacific Standard (PST) your nomination will be forfeited. You will be notified in writing of this disposition.**