



Presenter Information

All conference speakers are requested to submit the following information.

Please read all information carefully to ensure the correct information is provided.

1. Presenter Details

Please include the form of address you prefer for introductions. Please also include any pronouns (Optional).

These will be shown on our conference programme:

- Title
- First name
- Last name
- Job title / Presenter Title
- Biography (max. 200 words)
- Professional network affiliations (if applicable)
- Organisation/ Institute (if applicable)
 - Department
 - Street, Postcode
 - City, Country

This will be confidential:

- Primary Email Contact
- Contact Telephone Number

Please refer to our [Privacy Policy](#) to understand how we store and protect your personal data.

2. Accessibility

We are requesting details about any accessibility requirements and/ or presenting preferences to ensure we have made arrangements that make presenting and attending our conference a positive experience and address your needs.

We will ask generally about accessibility when you book your ticket but please use this space to highlight anything in relation to your presentation. For example, please let us know if you would like to speak sitting down, will be attending with a disability support dog, want to use our conference quiet space, use a hearing loop, need level access to the stage etc.

Alternatively, please speak to one of the conference team at conference@csp.org.uk



3. Photograph

Picture – please send us a head and shoulders picture following the specifications below, if this is difficult, please speak to one of the conference team at conference@csp.org.uk

- A headshot in a portrait layout
- 500kb or above
- Original file format such as jpeg.
- No photos to be submitted by using Word (as this decreases the file size).
- A plain background
- Clear quality (no hazy or low light photos)
- No holiday photos (sunglasses, animals, skiing pics etc)



The head is too small and there is a busy background

