It is important to provide speaker biography information to your attendees. Speaker biographies provide participants with a brief overview of speakers’ professional backgrounds and current work. Place speaker biographies in the workshop packets near other basic event overview information such as immediately after the workshop agenda and roster.

**Content**

Biographies should include a 200 – 750 word (one-quarter to one-half page of typed text) professional introduction to each workshop speaker or facilitator, organized in alphabetical order by last name. You may also wish to include a headshot photo of the speaker, especially if s/he is a keynote speaker.

Organize each biography into two sections: First, a few bolded lines of text listing the speaker’s name, title, department, organization, email. Second, a main body of text providing a brief biography. Image 1 shows a sample biography layout. The biographical information is usually obtained directly from the speaker or from the speaker’s webpage. Before finalizing, verify with each speaker that the biographical information is correct, particularly if information was obtained from internet sources without confirmation by the speaker.

**Image 1. Speaker Biography Template**

Limit 780 characters.
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corpus suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?