**Requirements for Submission of Biographical Sketch/Platform**

The biographical sketch/platform must conform to the following guidelines; no exceptions:

* Written in the first person
* Edited for grammar/spelling
* Written in paragraph format; free of bullets and/or numbering
* Not contain hyperlinks or references to other 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
* Submitted to the Election Committee by the deadline for nominations

The Committee will return to the nominee for editing, 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 for nominations to conform to the guidelines. If the biographical sketch/platform is turned in on the final deadline date, the nominee will have one (1) day to make the corrections. 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.