# Authors: Submitting your bio

Your bio will appear in all IIBCC publications (print and online). Kindly fill out the table below with your information and send the completed Word document via email to: [marketing@iibcc.biz](mailto:marketing@iibcc.biz)

|  |  |
| --- | --- |
| Title (Dr/ Prof./other, if applicable): |  |
| Name: |  |
| Surname: |  |
| Position: |  |
| Association (name of university/company/etc.): |  |
| Country: |  |
| E-mail Address: |  |
| Areas of interest:  *wordcount: 30 words* |  |

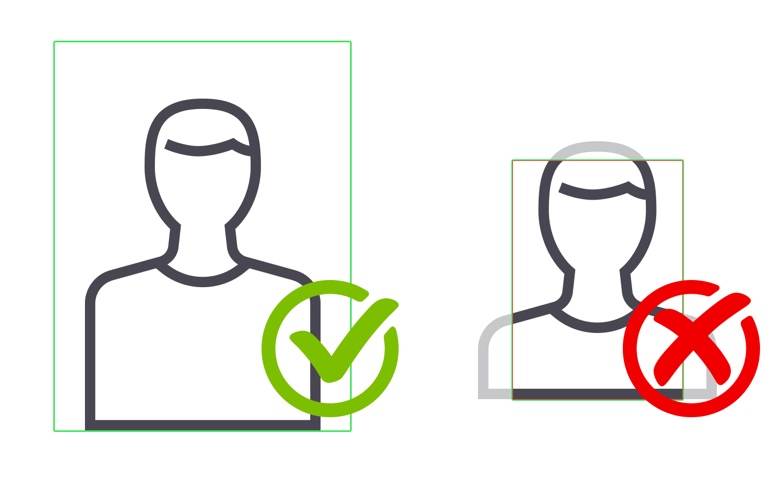
# Authors: Submitting your portrait picture

Kindly send your portrait picture **as a separate file** to: [marketing@iibcc.biz](mailto:marketing@iibcc.biz)

Please read the below details for submission carefully.

To ensure that your portrait picture appears in all IIBCC publications (print and online) in a suitable and satisfactory quality, we kindly request you to supply us with a portrait picture that matches the following:

* A head shot or portrait from the chest line upwards, with your head not cropped, see illustration below.
* Is one of the following: studio portrait (with a neutral background), environmental portrait (in a professional working environment) or candid portrait (professional snapshot in professional context). Please do not submit a selfie.
* Contains no borders or watermarks.
* A JPG/JPEG file with a minimum file size 500 kB, minimum size of 5 x 5 cm, with 360 dpi resolution. Other file formats are NOT accepted.
* Saved with a file name consisting of your details as per this matrix: “surname\_name.jpg”, e.g. Susan Smith = “smith\_susan.jpg” Please do not use capital letters.



# Title of the Contribution

Name of authors

Affiliation: Centre, Address, and e-mail of the author presenting the communication

**Keywords:** (5 maximum)

**Abstract**

Body of the abstract Body of the abstract Body of the abstract Body of the abstract Body of the abstract Body of the abstract Body of the abstract Body of the abstract Body of the abstract Body of the abstract Body of the abstract (200 – 250 words).