

NCBA CLE Biography Guidelines & Tips

Congratulations! As an authoritative expert, you have been selected to participate in an upcoming NCBA CLE. Help your peers and program attendees get to know you better through an engaging professional biography.

Below you'll find some tips for writing a compelling bio — or tailoring an existing one — that will highlight your topic-related expertise, showcase your professional accomplishments, and demonstrate your qualifications.

Please Note:

For your convenience, biographies submitted on or after July 1, 2018, will be kept on file for reuse in conjunction with participation in future CLE programs and/or publications. Any updates to your bio must be communicated to your program's CLE team by the indicated deadline. If no changes are submitted, your original bio will be used.

Length & Format:

- Limit your bio to 250 words (approximately 8–12 sentences).
- Write in complete sentences to form a short paragraph. (No bullet points, please.)
- Submit as a separate document (MS Word file type, unprotected).
- Any bio that exceeds the word limit may be revised at the discretion of the CLE team to meet the required length.

Content:

- Your full name
- Name and location of your current employer (law firm/company/organization)
- Your title/role (partner, member, etc.)
- Relevant prior experience related to your presentation topic and the CLE program
- Educational background
- Specific awards, acknowledgments and/or achievements
- Optional – 1 personal sentence (*e.g.*, about your family/spouse/children, what you do for fun, involvement in your community, etc.)
- Link to professional website

Tone:

- Present information in a casual but professional tone that is conversational in nature and not overly formal.
- Write clear, concise sentences in the third-person.
- Use the active voice whenever possible.