ICPE Speaker tasks:
Upload Photo and Speaker Biography

STEP 1 - LOG INTO MyISPE

Log into your MyISPE profile with your username and password

ISPE Exchange   Contact Us   Join   Renew   **MyISPE**

ISPE Exchange   Search   🔍

STEP 2 - READ AND AGREE TO PRIVACY POLICY

Terms Of Use

Terms of Use

Enter your information below to create an account. By creating
you cannot opt-out, you may opt-out at any time by contacting

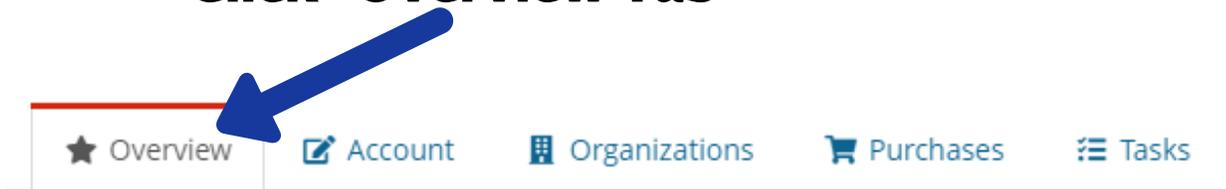☐ I agree to the Privacy Policy and Terms Of Use

STEP 3 - ACCESS PROFILE
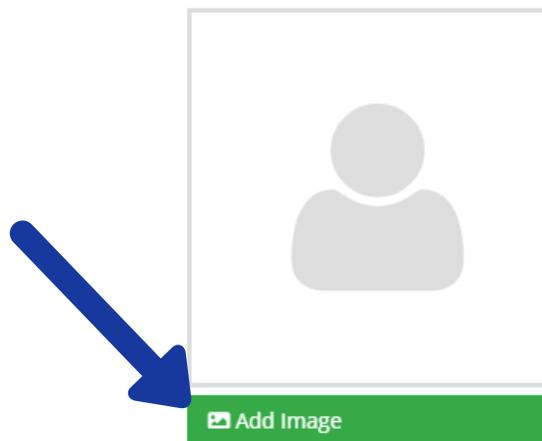
Access your profile by clicking on ISPE Profile

MYISPE

User Resources

- ISPE Profile *(manage/up*

STEP 4 - UPLOAD YOUR PHOTO

Click "Overview Tab

★ Overview   ✎ Account   🏢 Organizations   🛒 Purchases   ☰ Tasks

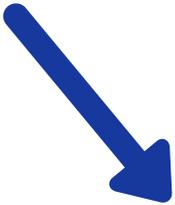## Click on "Add image" to upload a photo

🖼 Add Image

Notes: Max upload is 5MB, Allowed file extension: jpg, jpe, jpeg, png,gifm or bmp
MUST add a description of the photo

STEP 5- UPLOAD SPEAKER BIOGRAPHY

Click on the Account tab

★ Overview   ✏ Account   ▣ Organizations   🛒 Purchases   ☰ Tasks   📑 Documents

Add speaker biography located at the bottom of the page

Note: 250 words/2000 character max

ENTER A BRIEF SPEAKER BIOGRAPHY FOR USE AT ISPE MEETINGS (250 words/2000 characters max)

ⓘ Speaker Biography:

Click Save