

## Guidelines for Submitting Photos

Professional headshots are an important way for us to help advertise events and speakers to our network. If you don't already have a professional headshot for us to use, we've put together some guidelines for taking your own.

- Aspect ratio = 1:1 (square). Not vertical.
- No photo manipulation (filters, etc.)
- High resolution (300 dpi) preferred but no less than 150 dpi
- Professional head shot or candid is acceptable. Photo subject should be facing the camera straight on.
- Photo should include chest, shoulders and head with a sufficient margin around the subject (not tightly cropped).
- Photo should be color and well lit. Avoid a busy background.
- Position your camera so that the lighting is behind the camera and pointing towards you.
- If your camera has a special "portrait mode," use that setting as it is optimized for taking photos of people as the subjects.
- File format should be .jpg or .png



Photo Source: Canva



Photo source: <https://kickpoint.ca/how-to-take-a-decent-head-shot-using-your-phone/>

### Helpful Articles

**5 Simple Steps to a DIY Professional Headshot:** <https://www.naylor.com/associationadviser/professional-looking-headshot/>

**How to take a headshot using an iPhone:** <https://kickpoint.ca/how-to-take-a-decent-head-shot-using-your-phone/>

**How to check your photo resolution:** <https://happymoose.nz/blog/howto-check-photo-resolution-windows-mac-osx>

**Camera Settings For Portraits:** <https://fixthephoto.com/camera-settings-for-portraits.html>