

# ATIG Self-Nomination Instructions

These are the norms established by AAA procedure

Follow the formatting and layout instructions EXACTLY (including bold, punctuation, line spacing, naming files... everything!). Materials that do not follow this are returned to the candidate. **Submit two files**, one a document file with the text formatted exactly as in the example and one a jpg file. The word file should be labeled as follows:

“YYYY ATIG [position] [first-name] [last-name].docx” [similar for .jpg]

## Position Title

### Biographic Sketch

**Full Name** (highest degree earned, institution where degree was earned, year degree was earned)

**Positions Held:** (limit 5 -most recent first): Title, (dates from-to) Name of Institution; **Interests and/or Activities:** (limit 3); **Significant Publications:** (limit 3 – most recent first): Title, co-authors/editors if applicable, where published, year published.

**Platform Statement** (do not use this title in document; 200 words max)

**Optional Headshot Photo** (separate .jpg file)

**Model Example below (use same bold, punctuation, paragraphing):**

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**Position** (i.e., councilor, student councilor, treasurer-elect, or president-elect)

**Wanna Wyn** (PhD, University of Whereiwannabe, 1985) **Positions Held:** Grand Inquisitor (1999-Pres) Search the World Over, Inc.; Leader of the Pack (1988-1998) Wearthebest University; Asst Leader of the Pack (1980-1988) Whimsy College; **Interests and/or Activities:** ritual, migration, presented paper at the Interdisciplinary Conference on Presenting Papers; **Significant Publications:** I Didn't Really Know What I Was Talking About, but Now I Do (with Yule Shirley Wyn, PhD), The Perfect Press, Inc, 2010; “Trust Me, I know what I am talking about” (with Imrunin Aginstya, PhD) Journal of Ultimate Knowledge, 1998.

**Platform statement (do not need to include this title in your submission)**

The platform statement should be approximately 200 words in length. Statements significantly over 200 words are returned to candidate for editing.

**Optional photo in separate jpg file.**

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- **Head shot, portrait layout**
- **maximum of 800W x 1200H pixels**
- **resolution must be 300 dpi**
- **do not insert the photo into your word document**
- **name the photo as follows: YYYY ATIG-Lastname Firstname-Initial.jpg**