

Notes

- It's not always called notes but this is where you convince reviewers you have a good talk
- Seen by reviewers only
- Tip: If the length is too short, do your best and provide a link to your full notes in case they want to see more.
- Include your outline, all your “secrets”, and answer any questions they include in the CFP instructions

Biography

- Seen by attendees
- May not be seen/judged by reviewers initially
- Write the bio for the attendees, not the reviewers
- This is not your life/career history, CV, resume, etc
- Provide context on who you are, with details that are relevant to the talk