

## Staff Profile Image Guide

To ensure the best quality of photo added to your staff profile on the website, the following guidelines are to be considered:

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- It must be photos with a headshot only (no avatars/memes/text)
- You should be the subject of the photo (no photos with other people in the frame)
- Photos must be clear, good quality shots (not fuzzy or blurry)
- Make sure not to wear sunglasses
- It must be a recent photo (anything in the last 3 years??)
- It should be a colour photo with a plain background
- Make sure you are facing front

  straight and upright
- Format jpg or png
- Recommended size should be smaller than 4MB
- Recommended dimensions should be at 400X400 px
- Square pictures that clearly show your face work best