**CPR PANELIST BIOGRAPHY FORMAT INSTRUCTIONS**

All neutrals can directly create and edit their bios via [CPR Dispute Resolution’s Complete Case platform](https://app-us.immediation.com/cpr/welcome). Please log into the platform using the email address that CPR has on file. \*Note: if you have not previously created an account on the new platform, you will need to do so. A paid subscription to the platform is not required for CPR Neutrals, you should click “skip trial” if prompted to sign up for a free trial.

Thereafter, you can make changes to your panelist bio from the “Panel” tab, via the “Edit Panelist” button. Please upload a professional headshot, add or edit your contact information, and fill in the following fields:

* **Introduction**: this is an optional field at the top of your public profile that allows you to give potential clients your elevator pitch.
* **Experience areas**: a written summary of your areas of expertise, this will be viewable by the public.
* **Mediation and / or arbitration philosophy statement**
* **Education and training**
* **Languages** (please include level of fluency).
* **General Experience** related to Arbitration Practice (where you have served as an arbitrator), Mediation Practice (where you have served as a mediator), and Professional Practice (where you have acted as an advocate). These fields are searchable by case staff and should reflect subject-matter areas where you already have experience.
* **Neutral Experience (Arb, Med, ENE)** please include the number of times you have been party counsel (advocate) in arbitration and mediation; and the number of times served as an arbitrator, tribunal chair and/or mediator. This is viewable only by case staff and is used in the course of case administration for every matter.
* **Neutral Experience (Other)** please list the number of times you have been involved in the following ADR processes as a neutral (Neut) or advocate (Adv): Dispute Review Board Chair or Member, Facilitation of Multiparty Defense (Fac MP Def), Mini-Trial Chair (MiniT), Ombudsperson, Partnering, Private Judge (PrivJ), Regulatory Negotiation (Reg Neg), Special Master (SpMast), Summary Jury Trial (Sum JT). You can select these options from the dropdown. This is viewable only by case staff and is used to identify candidates for nomination in other ADR processes.
* **Specialty Experience**: please include any sub-specialties related to your areas of experience.
* **Security Clearance & Misc. Public Licenses** (if applicable)
* **Judicial Experience** (if applicable)

Please be thorough and specific in your answers as this information is publicly searchable and will also be used by case staff for the neutral appointment process.

If you have any questions, please reach out to case staff at CPRneutrals@cpradr.org.