BEFORE YOU PRESENT

Good preparation includes more than knowing what you want to say. Taking care of practical details ahead of time can prevent unnecessary stress and help the presentation begin smoothly.

You may not be able to confirm every detail or see the room ahead of time, but find out what you reasonably can, take care of the practical details, and be ready to adjust if something changes.

PRESENTATION DETAILS

Date: _____ Time: _____

Address or online link: _____

Room: _____ Presentation length: _____

Contact person: _____ Phone: _____

Who will introduce me? _____

BEFORE YOU LEAVE

- ☐ Speaker's Map
- ☐ Directions and travel time checked
- ☐ Parking, entrance, and sign-in information checked
- ☐ Computer, charger, adapter, or clicker, if needed
- ☐ Handouts or links
- ☐ Printed introduction
- ☐ Water
- ☐ Anything else essential: _____

WHEN YOU ARRIVE

- ☐ Arrive or log in early
- ☐ Check the room, equipment, or online platform
- ☐ Put the Speaker's Map where you can use it
- ☐ Silence your phone and notifications

BEFORE YOU BEGIN

- ☐ Feel your feet on the floor
- ☐ Look at the audience
- ☐ Pause
- ☐ Begin

FINAL CHECK

Is there anything else I need to bring, confirm, or do before I leave?

_____

_____