

Presentation Checklist

These are pretty straightforward questions, but you'd be amazed at how many speakers from brand-name companies neglect to ask them.

- How big is the stage and is there a podium?
- Will you have a lavalier (lapel) microphone so you can walk and talk?
- Will the placement of the projector allow you freedom to move on stage?
- Do you want to run your presentation from your laptop on stage or will the AV team run it from the back of the room?
- Who will run your backup slide deck (if you use one)?
- You do have a backup of your slides, right?
- Do you need flip charts or props of any sort on stage?
- Do you need a printout of your slides for reference?
- Will you videotape your presentation?
- What's the dress code for the event?
- Is there a sound check/AV check set for your presentation?
- Do you need handout materials of any sort? And if so, how will you distribute them?
- Do you need handheld microphones for audience members (if you're going to have audience participation)?
- Make sure you have water on stage.
- Do you know how long your presentation slot is, and will there be a question and answer period afterward?
- Be sure your cellphone is completely switched off or away from your computer. No coins in your pockets. No earrings that make noise.
- If you don't need Web access for your presentation, turn off your computer's WiFi to prevent any unwanted instant messages or e-mail notifications.
- Are you bringing your own clicker?
- Will you get evaluated as part of the conference follow-up, or do you need to solicit your own feedback?
- And, finally, it sounds basic but don't forget the power cord for your computer.