

Checklist for the Day of Your Presentation

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Before you leave home:

- Research your audience and speaking situation.
- Dress comfortably. Wear clothing appropriate to the setting. Consider layers to adapt to varying temperatures.
- Have handouts printed and organized for distribution.
- Arrange to have a back up plan for visual aids (for example, if technology fails, have overheads ready).
- Be sure that speaking notes are organized, numbered, and complete.
- Consider taking a water bottle to combat dry mouth.
- If appropriate, bring business cards.
- Double check that you have all the necessary technical equipment for your presentation.

When you arrive at the speaking event:

- Plan to arrive about 30 minutes early.
- Check in and introduce yourself to the contact person.
- Set up equipment and check that it is working properly.
- Familiarize yourself with the room (lights, lectern, projection screen).
- Create your space - where will you stand, mental markers on the floor, visualize movement in relation to visual aid and audience.
- Practice relaxation techniques.
- Greet audience members as they arrive to develop friendly faces or leave to collect your thoughts and relax.