

# The Essential SPEAKER CHECKLIST

Every speaker knows that preparation can make or break a presentation. But with hundreds of things to remember, something can slip. This checklist will make it a bit easier.

## Event Details

Presentation:

Venue:

Date/Time:

Audience:

### Travel

- Directions to venue/map/ distance from the hotel
- Passport and airplane tickets
- Online check-in and print boarding pass (if required)
- Public transport schedule, fare and location
- Back up plan in case first transport choice fails

### The Venue

- Visit venue or review floor plan and photos of room
- Confirm equipment at venue
  - Remote control for presentation
  - Extension cord
  - Adapter to connect computer to beamer (important for MacBooks)
- If local computer is required to use:
  - How it renders the presentation layout
  - Make sure your Prezi / Keynote / etc. runs smoothly
- Video playback and sound system
- Confirm the Internet at venue has a good connection

### Equipment

- Laptop / charger (incl. adapter for the destination country/continent)
- Pad / Tablet charger
- Timer
- Voting gadget or other specialised technical equipment
- Remote control of the beamer

### Communication

- Mobile phone / charger (incl. adapter for the destination country/continent)
- Phone numbers of contacts at speaking venue
- Business cards
- Brochures / Samples / Promotional material
- Pens / Pencils
- Notepad / Post-it Notes
- Finalize participant numbers, timing and profile of the final audience
- Send pre-invoice or deposit payment request
- Check final agenda of the event

### Before

#### the presentation

- Arrive at least 2 hrs before the presentation time
- Meet event organizer
- Meet stage technician
- Test presentation equipment and run a sound check
- Prepare speaking area (lectern, walking space, flipcharts, etc.)

### Personal

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### Presentation

- Written introduction for person presenting you
- Your Twitter, Facebook, LinkedIn, Youtube handles/channel highlighted
- Speaking notes
- Backup of presentation:
  - on email
  - USB(s)
  - Alternative Slide application (e.g. Prezi converted into PDF)
  - Dropbox or Google Drive
- Hard copy of presentation slides / Alternative way of presenting without slides (e.g. iPad offline)
- Props (if any)
- Markers for flipchart / whiteboard
- Evaluation forms for audience

### After

#### the presentation

- Remind participants and organizer about your social media presence
- Send public version of the presentation to the organizer for distribution
- Ask for feedback, testimonial and referral from organizer
- Request event photos for social media and personal website
- Send invoice

### Notes

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