

Checklist: Preparing to Deliver a Slide Presentation

- ☐ You have rehearsed your presentation to the point where you will seem like a “natural”
- ☐ You have memorized the information in your presentation such that you don’t need to depend on your slides as presentation notes
- ☐ You have prepared for the anxiety you are likely to feel during the first few minutes of your presentation and have developed strategies to calm yourself before you begin
- ☐ You are aware of your personal bad presentation habits and are conscious about trying to eliminate them
- ☐ You know your presentation venue and plan to stand near your audience rather than sit or stand behind a lectern
- ☐ Before the presentation begins, you learn how to use the room’s light switch
- ☐ You have planned an introduction that caters to your specific audience
- ☐ You have mastered your ability to control your presentation using your keyboard, your mouse, or a remote slide advancer
- ☐ Before the presentation begins, you calibrate your laptop with the specific projector you will use to present your slides (when possible)
- ☐ If desired, change your display settings so that your personal laptop display shows previous and upcoming slides instead of what is projected onto the screen
- ☐ Plan a story to tell the audience if something goes wrong before or during your talk and there is a pause before your presentation can continue
- ☐ Items to bring:
 - ☐ A water bottle
 - ☐ Power cords for your laptop
 - ☐ Appropriate cords that connect your laptop to a digital projector (many PCs don’t require extra cords but most Macs do)
 - ☐ A back-up of your presentation (including media files that may not be embedded within your presentation) on a memory stick or external hard drive
 - ☐ A personal method of keeping track of the time
 - ☐ A laser pointer
 - ☐ A remote slide advancer
 - ☐ Spare batteries for your devices