

Melissa's Presentation Checklist

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LOGISTICS

DATE/TIME

LOCATION

PRESENTATION ADDRESS, ROOM NUMBER

HOTEL ADDRESS/PHONE/URL

CONTACT PERSON(S)

TRAVEL DETAILS

TRAVEL TIME, MILEAGE

FLIGHT ARRIVAL/DEPARTURE, FLIGHT NUMBER

TRANSPORTATION TO/FROM HOTEL/CONFERENCE

DEADLINES

TITLE

DESCRIPTION

OBJECTIVES

LEARNING NEED CODES

PERFORMANCE INDICATORS

SLIDES

HANDOUTS

SPEAKER INTRO

SPEAKER CONTRACT – WHO OWNS THE CONTENT, WHAT ARE THE DELIVERABLES

COMPENSATION – CONSIDER LOCATION, PREP TIME, PAPERWORK TIME, CONTENT (NEW?), ABILITY/OPPORTUNITIES TO REPURPOSE CONTENT

CONTENT

SLIDES, NOTES, HANDOUTS, WORKSHEETS, IMAGES/VISUALS, FOOD/PROPS, GIVEAWAYS, ACTIVITIES, BIZ CARDS

EQUIPMENT

(YOURS OR THEIRS) - COMPUTER, MIC (PODIUM/LAVALIER), REMOTE (FOR SLIDES/LASER), SPEAKERS (FOR AUDIO/VIDEO), INTERNET ACCESS (FOR VIDEOS, WEBSITES) CORDS, BATTERIES, CAMERA

OTHER

RECORD YOUR PRACTICE SESSION AND REVIEW/REVISE

SHOULD YOU SHARE YOUR SLIDES?

TIMER (YOURS OR THEIRS)

CONFERENCE HASHTAG

TAKE PHOTOS BEFORE/DURING/AFTER TO POST ON SOCIAL MEDIA OR YOUR WEBSITE