

Speaking Checklist

- Laptop
- Power cord and extension lead
- Slide clicker and spare batteries. I use an R800 Professional Presenter (wireless)
- USB stick with presentation in Keynote and Powerpoint format as well as PDF and handouts. I also make sure these are on email as well just in case.
- Contact info for venue in case of transportation issues
- Printout of slides
- Printout of your bio / introduction if someone else is introducing you
- Books and products for sale or a couple of examples if flying or weight is a baggage issue
- Business cards
- Pens for Flipcharts or whiteboard if using
- Camera and/or video camera. It's always great to try and get photos of you in action if appropriate. Especially on a full day workshop, I'll ask the organizer to take some pictures after lunch when the atmosphere is relaxed and everyone knows each other.
- Painkillers
- Bottle of water