

Your presentation checklist

Use this checklist to ensure you bring everything you need during your presentation.

- Details of time and venue
- Contact details of person organising the event
- Your notes
- Handouts
- Any props
- USB drive
- Back-up USB drive
- Water
- Clock
- Remote presenter
- Markers
- Eraser

For poster presentations

- The poster!
- A poster-pak to protect your poster
- Thumb tacks or velcro strips/dots