



## Preparing the equipment and venue for a presentation

### Equipment

These include projectors, screens, PCs, visualisers, microphones, sound system and video players.

- Ensure that you have booked and obtained all the necessary equipment to be used for your presentation.
- Check that the projector is set up and working
- Check that the files are loaded into your computer.
- Run through the PowerPoint slides at least once.
- Set up your speakers.
- Check that there are sufficient power sockets and supplementary equipment like a projector screen.
- When setting up equipment, make sure that the placement of wires and cords will not trip anyone.
- Test out your audio and video to make sure they can be heard. Make sure audio and video sources are placed suitably so the audience can hear and view them.

### Venue

If you have a choice of the room and room arrangement to be used for your presentation, pay attention to these items:

- Be at the venue at least 30–45 minutes before the presentation to set up your equipment and resources.
- Ensure that the seating arrangement is conducive for your presentation.
- Rehearse at least once with the equipment before the actual day to make sure the lighting, audio level and playback speed is right.