

Preparation Checklist: Is my Presentation really ready?

- ☐ Does the presentation meet formal requirements (proper length, your groups presentation template, papers that are to be referenced etc.)?
- ☐ Does the presentation have a clear message? Can you summarize the presentation in one sentence?
- ☐ Is it possible to distinguish 3-5 main points easily?
- ☐ Do you know the first two sentences by heart?
- ☐ Do you have a summary at the end?
- ☐ Are there acknowledgements?
- ☐ Do you have references to external material on your slides (diagrams, quotes etc.)?
- ☐ Have you rehearsed the presentation at least once and measured time?
- ☐ Do you have the slides as a PDF on an external medium (e.g. USB stick)?
- ☐ Have you checked equipment before (laptop, projector, remote control, the infamous adapter cable to connect a Mac to a projector)?
- ☐ Do you have a plan B in case there is no electricity, you forget the stick with slides, only one person attends etc.?

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