

PRESENTATION SKILLS

19. Things to bring checklist

I recommend bringing the following to your presentations, especially if you're presenting outside of your organization:

- ❑ **Backup copy of your presentation on USB stick.** Make sure you [format it to be Mac & PC compatible](#).
 - Include a folder with any custom fonts.
 - Include a folder with any movies you plan to play.
 - A PDF version of your presentation as a last resort if you can't get things to look right. It means you lose slide builds & any embedded multimedia, but better to have your slides look correct.
- ❑ **Your own water.** It just looks more professional than a water bottle. I use & recommend the [Zojirushi steel mug](#).
- ❑ **Your own laptop.** I bring my own laptop to avoid inter-computer formatting or presentation compatibility issues.
- ❑ **Connection adaptors.** Especially for Mac users, be sure to have an HDMI & VGA adapter.
- ❑ **Outline of your presentation.** Handy if you want to jump around from slide to slide during Q&A.
- ❑ **Any necessary adaptor.** In case you don't have standard HDMI or VGA built into your laptop (especially for MacBook users)
- ❑ **Business cards.** Plenty of them.
- ❑ **Clicker.** Just in case they don't have one. I use & recommend the [Logitech R400 Wireless Presenter](#).
- ❑ **A watch.** No, your smartphone won't work. You need a watch in case the room doesn't have a clock.