

Preparation checklists

You submitted – and you got accepted!

Here are some things to think about and check off.

Long term

What did you promise in your abstract? List whatever you need to do to deliver.

When do you need to provide text for booklet? Description / bio? Photo?

Photo, bio, description etc. written.

Photo, bio, description etc. sent and acknowledged.

Announcements on Twitter / blog etc.

Shared discount code?

Where are you going? When do you need to be there? Travel planned? Booked? Got up-to-date documents and visas?

Completed conference registration / communicated travel plans / sent dietary requirements / confirmed room?

Agree fee, travel, any other terms

Sign contract

Make slides

Write paper

Make outline

Practice parts

Rehearse talk alone

Rehearse talk with audience / try out workshop

Prepare talk / workshop site / github

Consider audience for this outing – size, range of experience / language / more

Between your home and your audience

Do the travel

Check logistics – to / from venue, hotel room, extra activities, getting home.

Introduce yourself to the organisers

Double check your talk's venue and start / end times

Go see your stage / room – meet AV – check plugs and connections

Does the organiser need you at other times for pre-announcements / interviews / panels / networking?

Make sure your kit works with the venue

Going on stage

On the day

Collect your adaptors and power – laptop to HDMI, laptop to VGA, charging brick and cable, remote clicker.

Are the correct slides ready to go?

Do your slides need identifying info – title, your name/twitter etc?

Backup of slides available to organisers / AV people

Backup plans for laptop fail / resource fail – can you do it with nothing but your voice?

Introduction agreed.

Evaluation forms afterwards?

In the room

Who's running the room (track chat / introducer etc.)?

Say "Hello" to AV people

Stand on stage. Can you imagine a room-full of happy and attentive people?

Check stage for trip hazards, edges etc.

Where are the sightlines? How will you talk to the corners? To the back row? To the front?

Is there anywhere where the stage squeaks lots? Anywhere where mic feedback is a problem?

Start and end time agreed, alerts set up for particular times

If you start late, is the end time more important than the talk duration?

Q&A time at end? Who's handling the queue?

Ask track chair to help you set / protect your pre-performance quiet time / prep time / routine

Setting up on stage

Using your own kit? Plug your laptop into power, into projector, into sound, into clicker, and attach it to internet.

Other tools / browser windows set up

Special web pages available in top bookmarks

Superfluous windows moved / hidden

Using their laptop? Is everything you need on it? Run the talk.

iPad plugged in? Screen shared to laptop? Stylus charged and paired?

Do your visuals look right on this kit?

Slide app has "presenter display" on correct output

Slide app's "presenter display" is in a reasonable format

Audio recording on / video camera set up. Levels? Press record early.

Make your talk summary and notes visible and accessible.

Check / set out drawing stuff

Clicker and / or laser pointer to hand

Props and books to hand

Switch laptop to show something to welcome audience

Water available (and not ready to fall on kit)

Had a wee? A coffee? A banana? Help your body to concentrate.

Dressed to talk – comfy, smartish, not too rustly / jingly, pockets not too full?

Mic on + mute switch to hand?

Ready as you'll ever be?

Just before

Warm up, centre yourself, final prep – whatever you do to prepare yourself for the stage

Turn your phone off

Grin at your announcer and the audience. You *are* pleased to be there!

Turn on timer / check watch

Go on stage

Afterwards

Share slides (or similar) as used in the talk with organisers and attendees

Ask for feedback

Any photos / video / audio

Follow up contacts

Collate receipts

Invoice

More sources

Rob Lambert's [*Blazingly Simple Guide To Submitting To Conferences*](#)