Checklist for delivering multimedia presentations

Prior to the presentation

1. Consult with the meeting coordinator at least two weeks in advance of your presentation.
2. Exchange contact information with the meeting coordinator (including cell phone numbers and e-mail addresses).
3. Confirm that your meeting room has been booked for the correct date and time.
4. Determine if you will use the meeting host's equipment (laptop, digital projector, VCR, microphone, projection remote/slide advance, etc.) or your own personal equipment. You may not be able to use your own equipment due to compatibility issues. Provide a list of your equipment needs.
5. Confirm who will be responsible for equipment setup and testing.
6. Identify the technical support person for troubleshooting problems with equipment—exchange name and phone/cell numbers and availability times.
7. Identify who will be responsible for returning borrowed equipment after the meeting.
8. Acquire a small-wheeled cart or case to transport equipment and materials to and from the meeting—you will be glad you did.
9. Forward a copy of all final presentation files (videos, PowerPoint presentations, etc.) to the meeting coordinator two days in advance of the meeting. The material will be used for setup and testing purposes.

Day of Presentation

10. Contact the meeting coordinator for any last-minute instructions. Confirm that presentation files were received.
11. Contact the technical support person to confirm availability.
12. Set up and test all necessary audio and video equipment and presentation files at least one hour prior to the meeting.
13. Bring an extra copy of all final presentation files (videos, PowerPoint presentations, etc.) if the meeting coordinator will not be attending your presentation.
14. Prepare hard copies of all materials for distribution at the time of the meeting. Technical equipment failures can occur at the worst possible moment, so old-fashioned paper copies can be the most reliable back-up delivery method.
15. Bring an extra extension cord.
16. Bring the computer's power cord (if using your own laptop).
17. Bring a pointing device (if you prefer using one).
18. Bring wide packing tape to secure equipment cords to the floor in high-traffic areas.
19. Bring a remote control/slide advance for your laptop/projection system (if using your own equipment. Confirm that appropriate software to run the remote is installed on your laptop). Or consider asking a volunteer to advance the slides while you make the presentation.
20. Assign a volunteer to serve as a scribe to write down audience questions or other items for follow-up after the presentation.
21. Take a deep breath, smile, and deliver your presentation!