



TALK PREP CHECKLIST

1

PREP WORK

- Check design & content of slides
- Double check date/ time zone
- Set up clear background, lighting
- Ensure camera is at correct angle
- Update browser, zoom, settings
- Record talk as a back up (Optional)

2

PRE TALK

- Let people know not to disturb
- Turn off notifications from email etc.
- Send slide backup to host
- Log in early to check connection
- Test that screen share works
- Ensure someone will monitor chat

3

DURING TALK

- Make sure you are unmuted
- Remain calm if any tech issues occur
- Look at camera, smile
- Keep audience engaged w/ questions
- Remember to be enthusiastic

4

POST TALK

- Thank the audience and host
- Monitor chat questions
- Turn off video, mic / log off
- Email any follow up
- Update CV and reward yourself!

Notes to Self:
