

## Offline Checklist

### Before the day of the presentation

- Have your one-page plan ready to go
- Rehearse presentations to check timings
- Have slides created, reviewed and tested
- Double-check when and where your workshop will take place
- Know how long before your workshop begins you are expected to arrive and how long you have to set up and tidy
- Print all resources

### On the day of the presentation

- Have your plan somewhere easy to read
- Have any tabs / resources you need open and ready to access
- Test any equipment

