

Is Anyone Paying Attention?

- Use this Checklist to Ensure your Presentation is Engaging, Accessible and Effective

Preparation

- Identify the Audience
- Build an Outline
- Know the Logistics
- Figure Out the Technology
- Practice

Design

- Cut the Text
- Use Data Wisely
- Master the Master Slide
- Be Consistent with Design Features
- Check the Latest Accessibility Best Practices

Content

- Keep It Simple
- Be Authentic
- Tell a Story
- Make the Local Connection
- Focus on Solutions
- Have *Just* the Right Amount of Slides

Delivery

- Set Clear Expectations
- Engage
- Don't Read the Slides
- Have Good Stage/Screen Presence
- Take a Deep Breath
- Empower the Audience