

CHECKLIST FOR THE ROOM IN WHICH YOU WILL DELIVER YOUR PRESENTATION

THINGS TO CHECK	COMMENTS
<p>Where is the room?</p> <p>How big is the room?</p> <p>Where are the light switches?</p> <p>Where are the electric sockets?</p> <p>How does the heating work?</p> <p>Where are the windows? Does the sun shine in?</p> <p>Do the windows have blinds?</p> <p>Equipment</p> <ul style="list-style-type: none">- overhead projector?- computer/projector + remote control?- PowerPoint software?- whiteboard (interactive + pen, or ordinary + pens)?- flipchart + pens?- video or DVD player/projector plus remote control?- anything else you might need? <p>Is there a clock and can you see it from where you will be standing?</p> <p>How is the seating arranged and will you need to alter it?</p>	