



HOW TO  
**SPEAK**  
SO PEOPLE  
**LISTEN**

Grab their  
attention and  
get your message  
heard

**MIKE CLAYTON**

## Speaker's Checklist: Checks to make on arrival

- Visual Technology – does it work? Run through everything. Are laptops running on power? Are screen savers or alerts disabled?
- Audio Technology – test the microphones, spare batteries
- Sight lines – are chairs well placed, where will you stand, how clear are visual aids?
- Supporting Materials – have participants got all the materials they need
- Small equipment – marker pens, pointers, notepaper and pen, watch or timer
- Comfort – water (not fizzy and not iced if you are speaking) and tissues to hand
- Distractions – empty your pocket, remove dangly bracelets, put away unnecessary potential distractions