



HOW TO
SPEAK
SO PEOPLE
LISTEN



Grab their
attention and
get your message
heard



MIKE CLAYTON

Speaker's Checklist: What to Pack

- Travel documents – tickets, reservations, ID, maps
- Equipment – laptop, projector, power leads, timer or watch, music player and music
- Accessories – remote control, pointer, adaptors for foreign sockets, extension leads, connection cables
- Stationery – pens, notepaper, pencils, marker pens
- Personal items – phone (and charger), business cards, purse/wallet, umbrella
- Materials – your notes, printed materials, reference documents, props
- Backups – USB or SD drive, login details for cloud backup
- Vanity items – make-up, tissues, comb, breath mints
- For emergencies – masking tape, gaffer tape, penknife, sticky notes, plain paper, sticky tac, scissors, paracetamol/ibuprofen