

Event Checklist

An early arrival at the session location allows you to get organized and oriented before the participants arrive.

- Introduce yourself to the program co-ordinator
- Check the room and ensure that all equipment, supplies, and refreshments are onsite
- Locate the washrooms and exits
- Test your laptop and projector
- Adjust the lighting and/or temperature if necessary
- Arrange the seating/room layout for optimal interaction and visibility
- Prepare the flipchart with a welcome message, the title of the session, and your name

Checklist:

- ☐ Presentation on a USB stick
- ☐ Laptop (unless provided on site)
- ☐ Projector (unless provided on site)
- ☐ Copies of presentation as handouts with room for notes for each participant (unless provided on site)
- ☐ Flip chart and markers (if required)
- ☐ Copies of evaluation forms (unless provided on site)
- ☐ Business cards

Remember!

As session leader you have four key responsibilities:

1. To share your knowledge in a way that is easy to understand
2. To be positive and energized
3. To keep on topic
4. To provide opportunities for participants to ask questions