

# Conference Presentation Preparation Checklist

Dear [Presenter's Name],

As you prepare for your upcoming conference presentation, please ensure you have completed the following checklist:

- Finalize your presentation slides.
- Practice your presentation multiple times.
- Check the audio-visual equipment.
- Confirm your presentation time and location.
- Prepare handouts or supplementary materials.
- Review audience engagement strategies.
- Arrange for any co-presenters' coordination.
- Set up a backup for your presentation files.
- Locate venue facilities (Wi-Fi, restrooms, etc.).
- Plan for Q&A session preparation.

Best of luck with your presentation!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]