



CHECKLIST

Your Speaking Preparation Checklist

- ☐ Find a call for proposals that matches your expertise and the conference's focus.

- ☐ Write a proposal with a specific title, a one-sentence summary, and a clear description of what attendees will learn.

- ☐ Be honest about your experience level in your submission.

- ☐ Create an outline of your talk, breaking it into sections with approximate timings.

- ☐ Build slides that support your spoken words rather than replace them.

- ☐ Practice your talk out loud multiple times and time yourself.

- ☐ Arrive early on the day to test your slides and familiarise yourself with the room.

- ☐ Review feedback after your talk and note what you'd change next time.
