CHECKLIST

Lightning Talk Preparation Checklist

- [ ] Write the final sentence first, stating the one claim the audience should remember
- [ ] Limit slides to large type and minimal text, favouring images over bullet points
- [ ] Rehearse with a timer until the talk finishes ten seconds before the slot ends
- [ ] Test slide compatibility and introduce yourself to the session chair before the block begins
- [ ] Deliver the talk without preamble or apology for the short format
- [ ] Finish before the timer expires and exit the stage promptly