

**BOX 13.1**

**Planning your presentation—checklist**

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- What is the objective of my presentation?
- Who is my audience and what will they know about the topic I am speaking on?
- How many people will attend the presentation?
- What is their purpose in attending the presentation?
- How much time has been allocated to me to speak?
- What audiovisual facilities are available at the venue where I will be speaking?
- What is the size of the room and its layout?
- Will I need a microphone to be heard? Is one available at the venue?
- Is the presentation interactive or not?
- Will questions be taken at the end of the presentation or during the presentation?