

Table F.6 Last-minute checklist

Up front	<ul style="list-style-type: none"> <input type="checkbox"/> appropriate clothing <input type="checkbox"/> laptop, including power cable; <input type="checkbox"/> cue cards; <input type="checkbox"/> food and drinks; <input type="checkbox"/> hand-outs; <input type="checkbox"/> objects; <input type="checkbox"/> markers
Place of action	<ul style="list-style-type: none"> <input type="checkbox"/> classroom open and available <input type="checkbox"/> equipment operational? <input type="checkbox"/> organisation of presentation: room for notes? <input type="checkbox"/> posture: right attitude <input type="checkbox"/> phrasing: in the mood? <input type="checkbox"/> questions: explain how you would like to deal with that <input type="checkbox"/> time schedule: what will happen if you run over time <input type="checkbox"/> something goes wrong