

# PRESENTER CHECKLIST

- Do presenters require speaking notes or scripting? le Teleprompter or Confidence monitor?
- Do presenters prefer self-pacing their own presentation content via a Wireless clicker device?
- Do presenters have any multi-media components to their presentations? (ie Video Playbacks/other?)
- Do presenters prefer to be stationary, or have the ability to walk around on stage? le Podium or not?
- How is Webcast Q&A being handled:
- Is there a moderator to pose questions orally to the presenters via an in room microphone?
- Is there a preference to send web questions to a comfort monitor or on stage tablet/laptop for presenters to read out?

**Where should my presenters look?** They should always present to the live audience but have knowledge of where the cameras are and if possible make eye contact with the cameras form time to time to connect with the virtual audience

**How important is it to take virtual questions?** If you wan to make the virtual audience feel they are part of the show you need to include them. Q&A is the best way!