

Workshop/Conference Speaker Presentation Checklist

Rev 11/9/2010

Presenter's Name _____

Institution/Company _____

Presentation Title _____

Presentation Date _____ Scheduled Arrival Date _____

Presentation Prep Checklist

- Title Slide
- Agenda Slide
- Q&A Slide
- Slides are numbered
- Fonts are embedded

Media Clips (Must display within 1024x768 resolution.)

- WMV
- AVI
- MOV
- Other _____

Presentation Software

- PowerPoint (version _____)
- Other _____

Speaker Checklist

- Signed and submitted copyright waiver (Permission to Publish & Record)
- Presentation or poster emailed to conference coordinator.

Special Needs

- Easel with pad
- Whiteboard
- Poster Display Table
- Overhead Projector
- Other _____

Submitting Your Presentation

SRNS will provide the presentation laptop for the conference, loaded with MS PowerPoint, Acrobat Reader, Windows Media Player, QuickTime Player, and Internet Explorer. All speakers will be using wireless microphones.

**Return this form and your presentation files to
daniel.mccabe@srnl.doe.gov and
rosalind.blocker@srnl.doe.gov by November 10 2010
or bring the electronic file to the event.**