# Presentation checklist

You may wish to expand the table with specific questions to suit your context.

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| **Key question** | **Your notes** |
| Where will the presentation take place? |  |
| How long do we have? |  |
| Who is the audience? |  |
| What facilities will we have?What is the expected format? |  |
| What is its purpose? |  |
| What is the best way of achieving this? |  |
| Who has to present? |  |