

NeuroBlitz Checklist

When:	What:	Why:	Check:
2-Weeks Before	Email Presentation Title to the Coordinators	We'll send announcements to the department	
	Email Coordinators if you plan to use anything other than Projector	We'll help you prepare for the meeting	
1-Week Before	Complete Presentation	Reduce stress by finishing early	
	Time the Presentation	Practice	
	Present in Lab Meeting	Practice	
	Email Lab Members, Committee members, Mentors, Mentees to Attend	Stack the audience with support	
	Attach PollEverywhere Slide	Immediate Audience Feedback	
	Include Contact Information	Network and make yourself searchable	
Presentation Day	Dress Business Casual	Present yourself well	
	Ensure Laptop or any Equipment is Fully Charged	Avoid technical difficulties	
	Arrive 10 minutes Early	Give yourself plenty of time to get situated	
	Meet Audience Members	Get comfortable by breaking the ice	
	Ensure Presentation Materials (slides) will work with Projector	Avoid technical difficulties	
	Bring Water to have during Presentation	Speaking will dry out your throat	
After Presentation	Follow up and Thank those who you previously emailed for attending	Networking	
	Address any lingering questions from the audience members	Networking	