

NCURA Region V Fall 2026 Meeting Speaker Checklist

Before Arriving in Irving:

- ☐ Use the [Soaring to New Heights PowerPoint template](#) to develop slides.
- ☐ Use the PP Accessibility checker to ensure presentation is accessible. (Review > Check Accessibility)
- ☐ Share completed slides with NCURAreionv@gmail.com no later than October 20, 2026.
- ☐ Download presentation slides and related media sources onto your computer for local access.
- ☐ Print any materials needed, ensuring all handouts are accessible. [Review Tips and Tricks for Accessible Presentations](#).
- ☐ Pack your computer, charger and any unusual cables/dongles.

Before Your Session:

- ☐ Check your session location.
- ☐ Arrive at the room early.
- ☐ Put up the first slide of your presentation displayed on the screen as people enter your session.
- ☐ Check your computer and mic set up. Do a tech check. Use the [Housekeeping card](#) to reach out for assistance as needed.
- ☐ Take a few deep breaths. People tend to rush when they are nervous. The audience is rooting for you.

As the session begins:

- ☐ Greet people.
- ☐ Consider asking if there are any members of the press in attendance.
- ☐ Remember you're awesome and you know your stuff.

End of session:

- ☐ Thank everyone for attending.
- ☐ Remind people about the session evaluations.
- ☐ Return the speaker table to how it was so the next presenter can set up.
- ☐ Congratulate yourself. You did it! Take time to celebrate your wins.

Things to Check if Technology Isn't Working:

Projector

- ☐ Turn on the projector and ensure all cables are connected and nothing is loose.
- ☐ Check to see that the lens cap is removed.
- ☐ Confirm that the projector's input is set to the correct source.

Laptop

- ☐ Ensure the laptop is charged and plugged in to the wall and projector.
- ☐ Check that there are no loose cables
- ☐ Check that laptop is turned on.
- ☐ Check that laptop screen is projecting. If not, try any of the following options
 - ☐ Press the windows key + the letter 'P'. Then choose to **Duplicate** or **Extend** the screen.
 - ☐ Press the **function key (fn)** + the key with the monitor icon (usually F4 or F8).
- ☐ Email and Teams should be turned off or set to Do Not Disturb mode to ensure there are no pop ups during the presentation.
- ☐ Ensure the file is open and in presentation mode.

Microphone

- ☐ Check the microphone is connected to the sound system. If the microphone is wireless, check that the batteries are charged.
- ☐ Check to ensure the microphone is turned on. (Look for an on/off switch)
- ☐ Is the speaker or sound system powered on and turned up to an appropriate volume?
- ☐ Sound check the volume of the microphones and speakers. Listen for feedback.