

### Confab Check List for Presentations and Handouts

Item	Presentation Characteristic	
1	Is this presentation readable to the audience when it is projected onto a screen?	
	A. Do the colors of the background and text work well?	
	B. Is there enough white or background color space to allow the text on the screen to be read by the audience? (Not too many points listed on a screen)	
	C. Does the text size allow it to be seen clearly and read easily?	
	D. Does the contrast between the text and the background lend itself to black and white printing?	
2	Is the presentation too long or too short for the time of the session (About 2 minutes per slide)?	
3	Is there a clearly stated agenda for the presentation?	
4	Is there a clearly stated objective for the presentation on a slide or in the notes in one of the first three slides?	
	A. Shown as part of the presentation?	
	B. Or sought from the audience?	
5	Are tables simple and easy to understand?	
6	Are graphs clear, attractive, and easy to understand?	
7	Are graphics effective?	
8	Are sources of information identified and is credit given to sources?	
9	Did the message get across during the presentation? Was there a take away message?	
10	Is there a successful close to the presentation?	
11	Is there too much advertising of the presenter?	
12	Is there enough time for audience interaction, introduction, and closing?	
13	Do the handouts for the session support the presentation?	
14	Is this presentation exactly the same as what you will be presenting during your session?	