



Use this checklist to make sure your presentation is complete.

☐ **My presentation is 15 minutes**

☐ **I have created my presentation based on the the learning outcome(s) given to me by the ECHO development team**

☐ **The content of my presentation supports the learning outcome(s)**

☐ **I have practiced my presentation multiple times to increase my competence and confidence**

☐ **I have reviewed the ECHO resources provided to me that aid in my presentation development**

☐ **I have proofed my PowerPoint slides for consistent font and size use throughout the presentation**

☐ **I have chosen an on-camera background for my presentation that is not too busy nor distracting**

☐ **I have been able to create lighting that looks as natural as possible on camera**

☐ **I have done a “tech check” to insure that my microphone and camera function together with Zoom using this test link: <https://zoom.us/test>**

☐ **I have developed actionable content for presentation attendees**

☐ **I am pleased to be able make this contribution**