The presenter's grab bag

What to bring when you present or film. Tape it inside the lid.

Most of what goes wrong on a presenting day is small: a missing cable, a flat battery, a laptop that will not talk to the screen. Pack the bag the same way every time and tick this list the night before and again before you leave.

Cables and adapters

- [ ] **Cable or adapter for the room's screen**
  Check which connector the screen takes before you leave home
- [ ] **A spare of each cable and adapter**
  Label adapters with tape so they return to the same pocket
- [ ] **Long extension lead**
  Useful when the only socket is across the room

Power

- [ ] **Laptop charged the night before**
- [ ] **Laptop charger in the bag**
  Even if you think the battery will last
- [ ] **Clicker with spare batteries**
  Test the batteries in the clicker before you leave

Notes and paper

- [ ] **Printed notes in large type, one or two sheets**
  Keywords and bullets, not a script
- [ ] **Pen**
  Notes on paper still work when everything else has failed

Backups, in more than one place

- [ ] **Slides sent to the organiser ahead of the day**
  Ask them to confirm they have the file
- [ ] **Slides on a memory stick in the bag**
- [ ] **Slides in cloud storage you can open from any device**
- [ ] **Your own laptop, even if the room has one**
  Check it connects to a screen before you leave home

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Before you leave

- [ ] **Bag checked against this list**
- [ ] **Organiser has confirmed the slides arrived**
- [ ] **Organiser's phone number and the venue address saved**

My own extras

- [ ]
- [ ]
- [ ]

Guidance follows the Present Yourself series on preparation. For a studio day, the room does more of the work, so the bag can hold just you and your notes.

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