# Checklist for Session/Course Speaker

## Before the date:

- A LIRA member will be assigned to be coordinator for your presentation and will provide contact information to you.
- Finalize details regarding date, time, and format with designated coordinator
- Submit a short synopsis (1 to 3 sentences) of your presentation
- Submit a short bio for introduction
- Inform coordinator about any special requirements you may have.
- Confirm that your presentation file format can be used with Microsoft PowerPoint.
- Save presentation files to a thumb drive to be used with UML's Windows 10 PC
- If your file is in a different format, arrange to bring your own equipment (including necessary cables compatible with HDMI or VGA/Analog Sound) for your presentation.

## Parking for speakers who are not UML employees.

- Coordinator will request a one-time hang-tag for parking in a UML parking lot. The coordinator will arrange to get this to the speaker ahead of time.
- Alternatively, you may plan to meet the coordinator on the day of the presentation and come together.

## Day of the Class

- Plan to arrive 30 minutes prior to the presentation start time
- Park in a designated UML lot as instructed above.
  - You will need to use the call button to gain access to the lot.
  - Just give the operator your name and that you are a LIRA guest speaker.
- Set up and test the microphone and speaker slides/visuals (LIRA technology committee member will help)