

Self-Check checklists for your NVC presentation submission

Use this handy checklist as a bit of a 'self-check' prior to submitting your PPT.

Submitting session PPT for QA

Alignment with advertised overview	
☐	Content in the slides covers off the points listed as what the session is about
☐	Presenter notes are included as a dot point summary of what is to be covered on each slide
Basic quality components	
☐	A spell check has been performed
☐	Images are clear and crisp
☐	Fonts are consistent between the slides
☐	References to Velg Training are 'Velg Training', not 'VELG'
☐	Slides are the requested 16:9 format
☐	Slides are complete – no 'placeholder' slides
<i>If you have 'recycled' slides from another presentation, check:</i>	
☐	Formatting and style of the inserted slide/s match the rest of the slide deck
☐	All information on the previously used slide/s is still current
Handouts	
☐	Content to be provided as a handout – either printed or via digital download – is attached for QA in Word or other editable format
Use of QR codes for audience to access a handout or resource	
☐	If access to the resource requires someone to enter their details, this mandatory notation is included on the slide: "Requires sign up to access"
☐	Resource has been provided to Velg Training for printing and/or digital distribution post-event
Use of QR codes to promote a special audience offer that requires sign up/opt in	
☐	It is clear that sign up is required but people can opt out if they wish
Use of polling platforms	
☐	Platform account is set up and activated
☐	Name of the activity includes 'Velg Training NVC'
Authenticity	
☐	If AI has helped you create or summarise the content, this is noted
☐	Attribution is given to source content where used

Video interview files	
☐	Proof of permission/release is provided where video interview files are used
Commitments as part of presenter privilege	
☐	The content is free from overt sales messages
☐	Slides contain maximum one (1) promo slide
☐	Slides contain maximum one (1) 'about me' slide
☐	Submission is on time for the advertised deadline

Guidance notes

If AI has helped you create and/or summarised content, this is noted.

Example citations will be:

Summarised content

- Summarised with support from Tool
 - e.g. Summarised with support from ChatGPT

Created content

- AI-generated content: Your name x the AI tool name, date
 - e.g. AI-generated content: A. Person x Gemini, 14.11.24

Attribution is given for:

- Direct quotes
- Content/ideas taken from an original source
- Images, including AI-generated images

Example image credit citation will be:

- Image credit: Artist name via Platform name
e.g. Image credit: A. Person via Freepik

Example generated image credit will be:

- AI-generated image by Tool Name
e.g. AI-generated image by DALL-E 3

When responding to QA

QA comments / queries	
☐	All comments in the QA'd file are acknowledged/responded to
☐	Required edits have been actioned on the file returned from the QA team
☐	Where required, edits to external platforms (e.g. polling) have been actioned
☐	Any queries raised via email have been addressed
☐	Comments are left in the file being returned (the QA team will delete when done)
☐	No new content has been added without prior discussion with QA team
☐	File is returned to QA team by requested date/time
