

INTERNATIONAL SEMINAR

Mock Drill Plan

A practical rehearsal roadmap for smooth stage, guest, technical and certificate coordination

Baikuntha College of Education | Internal Quality Assurance Cell (IQAC)

Recommended duration: 60–75 minutes
Best time: Seminar-এর আগের দিন / previous day

FINAL REHEARSAL

Run the event before the event

Why Mock Drill is Needed

Objective: reduce delay, confusion and protocol mistakes on the seminar day



Time Discipline

Every transition has a target time and a responsible person.



Guest Protocol

Reception, escorting, seating and felicitation are rehearsed in advance.



Certificate Flow

Distribution is arranged to avoid crowding and delay.



Stage Confidence

Anchor, mic team and speakers know the exact movement flow.



Technical Readiness

Laptop, projector, online link, mic and backup systems are checked.



Photo Control

Official shots are planned so the stage does not become crowded.

Core message to Principal: A 60-75 minute rehearsal will make the seminar look professional, punctual and international-standard.

Mock Drill Team Structure

Assign one responsible person for each flow before rehearsal starts

Overall Coordinator

Runs the rehearsal and final review

Anchor / MC

Practices stage script and transitions

Guest Liaison

Receives and escorts dignitaries

Stage Manager

Controls dais, lamp, bouquet and mic movement

Technical Lead

Checks projector, laptop, online link and audio

Time Keeper

Shows 5 min / 2 min / conclude cards

Certificate Team

Arranges certificates category-wise / alphabetical

Photography Lead

Follows official shot list

Rule: No volunteer leaves assigned position without informing the coordinator.

60-75 Minute Mock Drill Flow

Rehearse the actual programme movement in fast-forward mode



Fast-forward rehearsal means: each real segment is practiced only enough to confirm movement, mic, cue and responsibility.

Protocol Drill 1: Guest Arrival & Stage Opening

Practice dignity, sequence and movement—not long speeches

Reception Checklist

- ✓ Gate / reception desk welcomes guests
- ✓ Badge, seminar kit and seating assistance
- ✓ Guest liaison escorts VIPs to reserved area
- ✓ Anchor checks final names and designations
- ✓ Mic, podium and lamp area checked before start

Anchor Opening Cue

“Good morning, respected dignitaries, distinguished resource persons, principals, faculty members, research scholars, student-teachers and participants. On behalf of Baikuntha College of Education and IQAC, I warmly welcome you all to this International Seminar.”

Rehearse once with actual microphone and actual stage position.

Protocol Drill 2: Lamp Lighting, Felicitation & Speeches

Pre-decide who moves, who presents, who photographs, and who speaks

Lamp Lighting

Anchor cue → Escort guests →
Light lamp → Music → Photo →
Return to seats

Target: 5-7 min

Felicitation

Guest name → Presenter
assigned → Item ready → Photo
→ Next guest

Avoid crowding on stage

Brief Addresses

Only selected speakers; request
concise remarks before inviting

Protect Keynote time

Key instruction: Do not invite too many people to the stage at the same time.

Academic Session Drill

Moderator, time keeper and technical team must work together

Keynote Address

Speaker introduction should be 2–3 lines only. Full CV should not be read.

International Invited Lecture

Confirm online/hybrid link, backup laptop, mic and screen-sharing.

Invited Addresses

Use speaker time cards: 5 min, 2 min, Please conclude.

Q&A Protocol

Question: max 1 minute; Answer: 2–3 minutes; name + institution first.

Academic discipline = international quality

Technical Session, Certificate & Photo Drill

Avoid last-hour chaos by rehearsing movements

Technical Session



Chairpersons seated → Presenter called → PPT loaded → Time card → Chairperson comment

Certificate Distribution



Certificates arranged → Name called → Handover → Photo → Exit opposite side

Group Photo



Front row VIPs → Second row resource persons → Back rows faculty / participants

Stage movement rule: One entry side and one exit side should be fixed for certificate flow.

Emergency Backup Kit

Keep these ready before the rehearsal and on the seminar day

Audio

2 microphones + 1 backup

Display

Projector, HDMI, clicker, backup laptop

Connectivity

Wi-Fi + mobile hotspot + online meeting link

Power

Extension board + chargers

Documents

Printed schedule + anchor script + guest list

Participant Support

Badges, certificates, first-aid, water

Backup principle: If one device fails, the programme should continue within 2 minutes.

Final 10-Minute Review After Mock Drill

Only six points should be reviewed—short, sharp and action-oriented

1. Timing

2. Guest Movement

3. Anchor Cues

4. Microphone

**5. Presentation
System**

6. Photography

Principal's decision needed: Approve one full mock drill and assign final coordinators today.