Conference (International / Conferena)

Pre Event			
S.No	**Stage**	**Activities Covered Under Stage**	**Checkbox**
1	Conference Concept & Planning	Need identification, theme finalization, objectives, conference scope, target audience, expected outcomes, conference model (offline/online/hybrid)	☐
2	Proposal & Administrative Approvals	Concept note, proposal preparation, budget estimation, HoD approval, Dean approval, Dean R&D approval, Finance approval, Registrar approval, VC approval, academic calendar inclusion	☐
3	Governance & Committee Formation	Patron appointment, Chair appointment, Organizing Secretary appointment, Advisory Board formation, Technical Committee formation, Publication Committee, Registration Committee, Hospitality Committee,	☐
4	Project Planning & Monitoring	Activity plan, milestone schedule, responsibility allocation, review meetings, progress tracking, risk register, contingency planning	☐
5	Budget, Sponsorship & Funding	Budget approval, registration fee finalization, sponsorship packages, sponsor identification, sponsor outreach, funding agency proposals, sponsorship agreements	☐
6	Branding & Publicity	Logo design, brochure preparation, banner design, backdrop preparation, standees, signboards, invitation cards, posters, social media creatives, email creatives, publicity campaign, media publicity	☐
7	Website & Digital Infrastructure	Website creation, content upload, registration portal, paper submission portal, abstract submission portal, review portal, payment gateway, participant database, analytics setup	☐
8	Call for Papers (CFP) & Outreach	CFP preparation, CFP approval, CFP publication, national circulation, international circulation, institutional circulation, industry circulation, professional body circulation, reminder campaigns	☐
9	Speaker & Dignitary Management	Chief Guest identification, keynote speaker identification, industry expert identification, invitation letters, confirmations, profile collection, bio collection, photograph collection, talk title collection	☐
10	Speaker Travel & Hospitality Planning	Travel booking, accommodation booking, local transport, pickup arrangements, hospitality planning, VIP protocol planning	☐
11	Academic Program Design	Conference tracks, keynote sessions, technical sessions, panel discussions, special sessions, parallel sessions, schedule preparation	☐
12	Reviewer Management	Reviewer identification, reviewer invitation, reviewer confirmation, reviewer allocation, review monitoring	☐
13	Paper Submission & Review Process	Submission monitoring, author communication, plagiarism checking, review completion, review quality verification, conflict resolution	☐
14	Acceptance & Author Communication	Acceptance decisions, rejection decisions, acceptance letters, registration instructions, camera-ready paper instructions	☐
15	Publication & Indexing Planning	Publisher finalization, ISBN process, DOI process, copyright forms, author declarations, proceedings planning, Scopus strategy, WoS strategy	☐
16	Registration & Participant Management	Registration launch, payment verification, registration confirmations, participant tracking, faculty participation tracking, student participation tracking, industry participation tracking, international	☐
17	Venue Planning	Venue booking, hall allocation, room allocation, exhibition space allocation, parking planning	☐
18	Hall, Stage & Seating Planning	Stage setup planning, podium arrangements, backdrop installation planning, VIP seating, participant seating, session hall layouts	☐

19	Registration Counter & Support Services Planning	Registration counters, help desk, information desk, volunteer deployment, green room arrangements	☐
20	Exhibition, Poster & Sponsor Area Planning	Poster display area, exhibition stalls, sponsor booths, innovation showcase area	☐
21	ICT & Audio Visual Planning	Audio systems, microphones, projectors, LED screens, laptops, clickers, presentation systems, internet connectivity, Wi-Fi planning	☐
22	Live Streaming, Recording & Technical Support	Live streaming setup, video recording setup, session recording planning, technical support team allocation	☐
23	Power Backup & Technical Contingency Planning	Generator arrangements, UPS arrangements, backup internet, backup laptops, emergency technical support	☐
24	Accommodation & Transport Planning	Guest accommodation, participant accommodation, airport pickup, railway pickup, local transport, shuttle arrangements	☐
25	Catering & Hospitality Planning	Tea arrangements, lunch arrangements, dinner arrangements, VIP hospitality, special dietary requirements	☐
26	Delegate Kits, Certificates & Awards Preparation	Delegate kits, conference materials, stationery, certificates, awards, trophies, mementos, gifts	☐
27	Documentation & Media Planning	Photography, videography, drone coverage (if applicable), press coverage, social media coverage, documentation plan	☐
28	Attendance & Feedback System Planning	Attendance sheets, QR attendance, online attendance system, feedback forms, online feedback system	☐
29	Evidence Collection & Compliance Planning	NAAC evidence, NBA evidence, NIRF evidence, sponsor evidence, publication evidence, financial records	☐
30	Safety, Security & Accessibility Planning	Fire safety, first aid, medical support, security arrangements, emergency response, accessibility facilities	☐
31	Sustainability & Green Event Planning	Paperless communication, waste management, green practices, sustainability initiatives	☐
32	Sponsor Branding Verification	Sponsor logo placement, sponsor stalls, branding commitments verification	☐
33	Readiness Review & Inspections	Committee review, registration review, venue inspection, ICT inspection, hospitality inspection, safety inspection	☐
34	Mock Run & Protocol Rehearsal	Inaugural rehearsal, session rehearsal, technical rehearsal, protocol rehearsal	☐
35	Final Readiness & Conference Approval	Deficiency closure, readiness report, final clearance, conference readiness declaration	☐

Conference

During Event			
S.No	**Stage**	**Activities Covered Under Stage**	**Checkbox**
1	Venue Opening & Readiness Verification	Hall opening, cleanliness verification, seating verification, stage readiness, registration area readiness, signage verification	☐
2	Registration & Delegate Management	Participant registration, spot registration, delegate kit distribution, attendance marking, registration issue resolution	☐
3	Help Desk & Information Support	Participant guidance, session information, venue navigation, accommodation support, transport support	☐
4	VIP, Chief Guest & Speaker Reception	Welcome, reception, protocol arrangements, escorting, hospitality support	☐
5	Inaugural Function Management	Lamp lighting, welcome address, dignitary introductions, keynote address, inaugural ceremony coordination	☐
6	Stage & Protocol Management	Dais management, seating arrangements, stage sequence, mementos, bouquets, protocol compliance	☐
7	Speaker Management	Speaker coordination, session reminders, presentation collection, presentation loading, speaker support	☐
8	Session Chair & Moderator Coordination	Session briefings, time management, evaluation coordination, session reporting	☐
9	Technical Session Management	Session execution, paper presentations, question-answer sessions, attendance monitoring	☐
10	Keynote & Invited Talk Management	Keynote sessions, invited talks, interaction sessions, audience engagement	☐
11	Panel Discussion & Special Session Management	Panel coordination, discussion moderation, stakeholder engagement	☐
12	Poster Session Management	Poster display verification, poster evaluation, participant interaction	☐
13	Exhibition & Sponsor Area Management	Sponsor stalls, exhibition booths, innovation displays, visitor coordination	☐
14	Industry Interaction Management	Industry sessions, networking meetings, collaboration discussions, MoU discussions	☐
15	International Delegate Management	International participant support, networking facilitation, protocol support	☐
16	Registration & Attendance Monitoring	Participant attendance, session attendance, VIP attendance, speaker attendance	☐
17	Audio Visual Operations	Microphone management, projector management, LED screens, presentation support	☐

18	ICT & Internet Support	Internet connectivity, Wi-Fi support, portal support, technical troubleshooting	☐
19	Live Streaming & Recording Operations	Live streaming, recording, online participant support, backup recording	☐
20	Photography & Videography Operations	Event photography, session photography, group photos, video documentation	☐
21	Social Media & Publicity Operations	Live updates, social media posts, highlights, media communication	☐
22	Media & Press Management	Press interaction, interviews, media coverage, press release dissemination	☐
23	Hospitality Management	Guest support, VIP support, participant support, help desk coordination	☐
24	Catering Management	Tea service, lunch service, dinner service, refreshments monitoring	☐
25	Accommodation & Transport Coordination	Room allocation support, transport scheduling, guest movement coordination	☐
26	Networking & Collaboration Activities	Faculty networking, industry networking, research collaboration meetings	☐
27	Sponsor Visibility Monitoring	Sponsor branding verification, sponsor support, sponsor acknowledgements	☐
28	Quality Monitoring & Issue Resolution	Real-time issue tracking, complaint resolution, corrective actions	☐
29	Safety, Security & Medical Support	Security monitoring, first aid, emergency response, crowd management	☐
30	Feedback Collection & Documentation	Feedback collection, attendance consolidation, evidence collection, documentation	☐
31	Awards & Recognition Management	Best paper evaluation, awards, certificates, recognitions	☐
32	Valedictory Function Management	Closing ceremony, outcome presentation, acknowledgements, vote of thanks	☐
33	Event Closure & Daily Review	Session closure, daily review meetings, pending issue review	☐
34	Evidence Compilation & Archiving	Photos, videos, attendance, media reports, session reports	☐
35	Conference Closure & Handover	Handover of records, closure notes, post-conference action items	☐

Conference

Post Event			
S.No	**Stage**	**Activities Covered Under Stage**	**Checkbox**
1	Event Closure & Administrative Completion	Event closure report, committee reports, session reports, event records finalization	☐
2	Attendance & Participant Database Finalization	Attendance verification, participant database update, speaker database update	☐
3	Feedback Analysis & Reporting	Feedback compilation, satisfaction analysis, improvement areas, feedback report	☐
4	Certificate Distribution Completion	Participant certificates, speaker certificates, volunteer certificates, grievance resolution	☐
5	Proceedings Finalization	Camera-ready papers, formatting verification, proceedings preparation	☐
6	Publication Processing	Publisher coordination, publication compliance, publication timeline monitoring	☐
7	ISBN, DOI & Metadata Management	ISBN verification, DOI assignment, metadata generation, validation	☐
8	Indexing & Repository Submission	Scopus preparation, WoS preparation, repository upload, indexing monitoring	☐
9	Website Update & Digital Archiving	Website updates, proceedings upload, photos upload, video upload, session archives	☐
10	Media & Visibility Assessment	Website analytics, social media analytics, media coverage analysis	☐
11	Financial Closure	Revenue verification, expenditure verification, payment completion, reconciliation	☐
12	Audit & Compliance Closure	Financial audit, utilization certificates, compliance verification	☐
13	Sponsorship Closure	Sponsor reports, sponsor acknowledgements, sponsor feedback, sponsor retention planning	☐
14	Research Outcome Tracking	Research collaborations, joint publications, research proposals, grant opportunities	☐
15	Industry Outcome Tracking	Industry collaborations, consultancy opportunities, internships, MoUs	☐

16	Internationalization Outcome Tracking	International collaborations, exchange opportunities, international networking outcomes	☐
17	Student Development Outcome Assessment	Student participation analysis, student publications, internships, research opportunities	☐
18	Faculty Development Outcome Assessment	Faculty collaborations, publications, consultancy opportunities, networking outcomes	☐
19	Patent, IPR & Innovation Tracking	Patent opportunities, technology disclosures, innovation outcomes	☐
20	Startup & Entrepreneurship Tracking	Startup opportunities, incubation opportunities, entrepreneurship outcomes	☐
21	Accreditation & Ranking Mapping	NAAC evidence, NBA evidence, NIRF evidence, QS/THE contribution mapping	☐
22	Quality Review & Continuous Improvement	KPI review, objective achievement review, root cause analysis, CAPA planning	☐
23	Long-Term Impact Monitoring	3-month review, 6-month review, 12-month review, citation tracking, collaboration tracking	☐
24	Benchmarking & Best Practices	Comparison with previous conferences, peer benchmarking, best practice documentation	☐
25	Knowledge Repository & Future Planning	Repository creation, lessons learned, conference handbook update, next conference recommendations	☐

Feedback Form

S.No	Question	Scale / Response Type
1	How well did the conference sessions align with your learning objectives or professional interests?	1–5 (Did Not Align At All to Exceeded Expectations)
2	How would you rate the relevance of the conference theme to current developments in the field?	1–5 (Poor to Excellent)
3	How would you rate the quality and clarity of keynote and invited talks?	1–5 (Poor to Excellent)
4	How satisfied were you with the diversity and coverage of topics across the conference sessions?	1–5 (Very Dissatisfied to Very Satisfied)
5	How effectively did the conference enhance your knowledge and understanding of the subject area?	1–5 (Very Ineffective to Highly Effective)
6	How useful were the discussions, interactions, and Q&A sessions?	1–5 (Poor to Excellent)
7	How would you rate the opportunities provided for networking and collaboration?	1–5 (Poor to Excellent)
8	How would you rate the overall academic and technical quality of the conference?	1–5 (Poor to Excellent)
9	How would you rate the clarity of submission guidelines and author instructions?	1–5 (Poor to Excellent)
10	How would you rate the ease of the paper submission and registration process?	1–5 (Poor to Excellent)
11	How would you rate the clarity, fairness, and usefulness of reviewer comments/feedback?	1–5 (Poor to Excellent)
12	How would you rate the communication received from the organizing committee throughout the review and publication process?	1–5 (Poor to Excellent)
13	How satisfied were you with the presentation schedule and time allocated for your presentation?	1–5 (Very Dissatisfied to Very Satisfied)
14	How would you rate the support provided by session chairs and moderators?	1–5 (Poor to Excellent)
15	How would you rate the technical facilities provided for presentations (audio, display, internet, hybrid tools, etc.)?	1–5 (Poor to Excellent)
16	How smooth and efficient was the registration and check-in process?	1–5 (Very Slow/Disorganized to Fast/Seamless)
17	How would you rate the venue, seating arrangements, and conference environment?	1–5 (Poor to Excellent)
18	How would you rate the hospitality, refreshments, and participant support services?	1–5 (Poor to Excellent)
19	How effectively was the conference schedule managed, including session transitions and timekeeping?	1–5 (Poor to Excellent)
20	Overall, how would you rate the quality, impact, and value of the conference?	1–5 (Poor to Excellent)
21	How likely are you to participate in future conferences organized by this institution?	1–5 (Very Unlikely to Very Likely)
22	How likely are you to recommend this conference to your colleagues, peers, or professional network?	1–5 (Very Unlikely to Very Likely)
23	Please provide your suggestions for improving future conferences, including academic quality, networking opportunities, event management, and participant experience.	Open-ended

Expert / Keynote Speaker Feedback Form

S.No	Category	Question	Scale
1	Content Quality	How would you rate the overall technical and academic rigor of the conference content compared to current national and international standards in the field?	1–5 (Poor to Excellent)
2		How effectively did the conference address emerging research trends, technological advancements, and contemporary challenges in the discipline?	1–5 (Poor to Excellent)
3		How would you rate the quality and relevance of the technical papers, presentations, and discussions conducted during the conference?	1–5 (Poor to Excellent)
4	Knowledge Exchange & Collaboration	How effectively did the conference facilitate meaningful academic, research, industry, and interdisciplinary interactions?	1–5 (Poor to Excellent)
5		How would you rate the opportunities provided for networking, future collaborations, partnerships, and knowledge exchange?	1–5 (Poor to Excellent)
6	Organization & Professional Conduct	How would you rate the communication, responsiveness, and coordination provided by the organizing committee?	1–5 (Poor to Excellent)
7		How would you rate the venue, infrastructure, technical facilities, and overall conference environment?	1–5 (Poor to Excellent)
8		How would you rate the hospitality, travel support, guest management, and overall professional conduct of the organizers?	1–5 (Poor to Excellent)
9	Impact	How effectively did the conference bridge the gap between academic research, industrial practice, innovation, and societal needs?	1–5 (Poor to Excellent)
10		How would you rate the overall impact and potential of this conference in enhancing research visibility, institutional reputation, and academic excellence?	1–5 (Poor to Excellent)
11	Suggestions	Please provide your recommendations for enhancing the academic quality, international visibility, industry participation, networking opportunities, and overall impact of future conferences organized by the institution.	Open-ended