



Guidelines for Pre-final Trial Run & Event Day 21st - 23rd July 2020

Note_ Guidelines are the same for both days of event.

Following Sops will be followed on the **Pre-final Trial Run & Event Days:**

Pre-final Trial Run - 1 Day Prior Event

- ☐ It is mandatory for all the participants to keep program schedule with them to avoid any confusion.
- ☐ Participants must check the quality of their sound and video equipment prior to the event and make necessary adjustments
- ☐ Participants must ensure that the device being used to attend the event is fully charged and/or connected to a reliable power source.
- ☐ In case of Internet issues, participants must keep an alternative internet option at hand such as Mobile Data or a Charjee.

Beginning of the Trial Run

- ☐ The participants should be ready 10 minutes before the call time, so every participant should present with enough time to complete their recitation.
- ☐ Punctuality is highly recommended.

Program Schedule

Trial Run

Tuesday, 21st July - 9:00 am – 1:00 pm

Day 1

Wednesday, 22nd July - 9:00 am – 11:00 am - Primary Section 1 - 4

11:30 am – 2:00 pm – Secondary Girls 5 – 10

Day 2

Thursday, 23rd July - 9:00 am – 1:00 pm Secondary Boys 5 – 10

Hifz and Azaan Reciters are included

During the Trial Run/Event Day

- ☐ Help maintain silence and order. All cell phones and other electronic devices must be put away or keep in silent mode.
- ☐ Ensure that all the participants sit in a disciplined way in their respective areas.
- ☐ The same sequence will be followed which is shared earlier.
- ☐ Participants are required to make sure that their correct name is being used.

- ☐ Participants must actively attend the entire event.
- ☐ For instance, a student who is in Category 2 must be alert as soon as Category 1 ends, as his/her name may be announced at any moment.
- ☐ Parent guidelines only specify that at least one adult member of the family be attending along with the participant. This adult can be anyone at all, however he/she must be off the camera.
- ☐ There must be no background noises or disturbance when the participant is reciting. The adult supervisor mentioned above is responsible for making certain of the fact that any younger children or other sources of noise are not present near the participant during his/her turn to recite.
- ☐ All participants will be muted and their videos will be turned off by the host, except for their turn.
- ☐ During the participants' turn, the camera must be focused entirely on him/her, and there should be nothing in the background except for a white wall.
- ☐ Participants are not allowed to repeat verses during their turn. They may recite each verse only once.
- ☐ Participants' attire must be proper and formal, girls must be wearing a proper scarf (or niqab as well).
- ☐ If a participant misses his/her turn during his/her category due to any reason, he/she will not be given another chance. However, if he/she is ready in time before his/her category has ended, he/she may be re-allotted a turn.
- ☐ Time management is of the essence. Once a category has finished, under no circumstances will a participant be given another chance, even if the event has not ended, because as soon as a category ends, the names and statistics are saved.
- ☐ Participants are required to prove their identity by either
 - a) Showing school ID card upon connecting to the Zoom meeting
 - b) Showing a school notebook/diary with their name on it.

Jazakumullahkhairun Kaseer

Wassalam

AIS Administration