



**Protocol & Diplomacy International
Third Educational Conference**

on

**Diplomatic, Military & Business Protocol & Consular Relations
Portland, Oregon
Portland Downtown Marriott Hotel
October 7-9, 2004**

Wednesday, October 6

2:00 - 4:00 pm Board Meeting in the Meadowlark Douglas Fir Room on the 3rd Floor

4:00 - 6:00 pm Registration and Reception in the Mount Hood Room on the restaurant level

Note: Unless otherwise noted all conference sessions will be held in the Mount Hood Room

Thursday, October 7

8:00- 8:30 am Conference Registration

8:30 - 9:00 am Continental Breakfast

9:00 - 9:30 am Welcoming Remarks
Ginger Barnard, President
Protocol & Diplomacy International & Deputy Chief of Protocol for Los Angeles County

Portland City Commissioner Erik Sten

The Royal Rosarians, official ambassadors of the City of Portland

9:30 - 10:30 am Protocol Basics: What Every Good Protocol Officer Should Know
Presented by: Ginger Barnard, Deputy Chief of Protocol for Los Angeles County, Ann Beard, President of Diplomacy & International Protocol and Karen Bryk, M.V.O., Senior Protocol Officer, Government of Manitoba, Canada

- Protocol Resources: Bibliography, websites
- Terms to know
- Forms of Address, Honorifics & Introductions
- Developing a Professional Image: Dress, Event Comportment
- Communication: Diplomatic Communication, Cultural Sensitivities & Body Language
- Meetings & Business Entertaining

