A PDI-POA
Protocol Workshop – Philadelphia, Pennsylvania

Friday, 15 May 2015
Workshop: 8:30 AM – 3:30 PM

LOCATION: Drexel University, AJ Drexel Picture Gallery
ADDRESS: 3141 Chestnut Street, Philadelphia, PA 19104
PARKING: Complimentary parking available at Lot F at 31st and Ludlow

Program

8:30 AM — Registration & Continental Breakfast
9:00 AM — Welcome and Introduction
9:15 AM — Who Said That the Guest of Honor Sits on the Right? – And Other Historic Roots of Protocol
Break
10:30 AM — The Honorable, Your Excellency & Master Sergeant – Addressing Government Officials, Diplomats, and Armed Services Personnel
11:30 AM — About PDI-POA, Informational Session
11:45 AM — Networking Lunch
1:00 PM — It’s Better to Give than to Receive... Unless It Lands You in Jail: Meaningful, Legal Gift Giving in the 21st Century
Break
2:15 AM — Ask the Experts Panel
3:15 AM — Closing Remarks

LEARNING OBJECTIVES: See page two of this flyer

REGISTRATION: http://www.eventbrite.com/e/pdi-poa-philadelphia-protocol-training-workshop-tickets-11505046905

ATTIRE: Business casual

COST: $35.00 + $2.92 USD per person. Includes Continental breakfast and networking lunch
PDI-POA Philadelphia Protocol Training Workshop
Protocol & Diplomacy International - Protocol Officers Association (PDI-POA)
Friday, May 15, 2015 from 8:30 AM to 3:30 PM (EDT)
Philadelphia, PA

Who Said the Guest of Honor Sits on the Right?
1. To explore the most common problems in protocol -- what we call people, where we sit people, what flags we use, how we entertain, etc. -- by examining their historic roots
2. To use those historic roots to inform contemporary practices for respecting guests, hosting delegations, and positioning an organization for success

The Honorable, Your Excellency & Master Sergeant
1. Participants will learn which U.S. officials are addressed as “the Honorable” at the federal, state and municipal levels.
2. How “the Honorable” is correctly used with current and former officials
3. How to address active duty, retired, and reserve armed service personnel.
4. What are the correct forms of address for professionals: doctors, those with a doctorate, academics and lawyers.

It’s Better to Give than to Receive... Unless It Lands You in Jail
1. To be able to source and select unique -- and affordable -- gifts that will set you and your office/organization apart
2. To ensure that the gifts you give reflect the purpose of giving it but do not run afoul of cultural, religious, or other taboos and restrictions
3. To comply with relevant federal laws, policies, rules, and other restrictions on gift giving and receiving

“Ask the Experts” Panel
To ask of a panel of protocol experts, in open forum, any question related to precedence, titles and forms of address, seating, flags, invitations, gifts, global business etiquette, event planning and management, and other affiliated topics