

U.S. Department of State
The Face of America to the World



Blair House

Intergovernmental Affairs / Protocol Officers Conference
Washington, D.C. October 24-25, 2002



U.S. DEPARTMENT OF STATE
INTERGOVERNMENTAL AFFAIRS / PROTOCOL OFFICERS CONFERENCE
Washington, D.C.
October 24-25, 2002

THURSDAY, OCTOBER 24

- 8:30 a.m. **Coffee and Check-in (Enter 23rd Street Entrance)**
Delegates Lounge, 1st floor
- 9:00 a.m. **Presentation of the Colors & National Anthem**
Loy Henderson Conference Room, 1st floor
- U.S. Army Honor Guard
- U.S. Army Brass Quintet
- 9:05 a.m. **Introduction of Assistant Secretary Patricia Harrison**
Ann Beard
Founding Chair, National Protocol Resource Board
President/CEO, Diplomacy and International Protocol
- 9:10 a.m. **Welcoming Remarks**
Loy Henderson Conference Room, 1st floor
- Patricia Harrison
Assistant Secretary of State
Bureau of Educational and Cultural Affairs
U.S. Department of State
- 9:30 a.m. **The U.S. Department of State: Working with State and
Local Governments**
Loy Henderson Conference Room, 1st floor
- Presenter: David Freudenwald
 Intergovernmental Affairs Officer
 U.S. Department of State

This presentation will provide an overview of the services provided by the Office of Intergovernmental Affairs.

9:45 a.m.

The U.S. Department of State Office of Protocol
Loy Henderson Conference Room, 1st floor

Presenter: Jeffrey Eubank
Deputy Chief of Protocol
U.S. Department of State

This presentation will open with the role and function of the Office of Protocol, current gift policies, working with the Media and coordinating security for visitors.

10:30 a.m.

Break

10:45 a.m.

**Visits of Chiefs of State, Heads of Government, Cabinet Ministers
& Other World Leaders**
Loy Henderson Conference Room, 1st floor

Presenter: Spencer Geissinger
Assistant Chief of Protocol for Visits
U. S. Department of State

This presentation will cover protocol for visiting heads of state. Such topics as coordination with law enforcement, Arrival and Departure Ceremonies, Flag Etiquette, National Anthems, Receiving Line Order and transporting visitors will be discussed.

11:45 a.m.

Ceremonial Aspects of Protocol – Special Event Coordination Tips
Loy Henderson Conference Room, 1st floor

Presenter: Leslie Lautenslager
Assistant Chief of Protocol for Ceremonials
U. S. Department of State

This presentation will address tips for handling the logistics of event preparation and coordination for visiting heads of state. It will also cover Order of Precedence, planning receptions and galas, seating, invitations, staffing, speeches and how to anticipate unexpected situations.

12:15 p.m.

Lunch – Executive Dining Room
(Lunch is \$24 per person and can be paid upon entry to the dining room via cash, check, or credit card.)

Tour of the U.S. Department of State Diplomatic Reception Rooms

Tours will begin at 1:00 p.m. and will continue until 1:45 p.m.
(Participants will be taken in groups of 25)

2:30 p.m.

**Identifying, Recognizing and Accrediting the Diplomatic
and Consular Community**
Loy Henderson Conference Room, 1st floor

Presenter: Lawrence P. Dunham
Assistant Chief of Protocol for Diplomatic
and Consular Liaison
U.S. Department of State

This presentation will offer insight on identifying, recognizing and accrediting the diplomatic community. Topics will include legislative activity and new policies, diplomatic privileges and immunities, distinctions between career and honorary consuls and resolving disputes between the consular community and Host Cities/Citizens.

3:15 p.m.

Dignitary Protection, Diplomatic Security, and Handling Threats of Terrorism

Loy Henderson Conference Room, 1st floor

Presenters: Michael J. Van Buskirk
Special Agent
Protective Liaison Division
Diplomatic Security Service
U.S. Department of State

Cynthia Rubendall Wofford
Assistant Special Agent in Charge
Dignitary Protective Division
Washington, D.C. Bureau
U.S. Secret Service

This presentation will offer information on protecting dignitaries, handling threats of terrorism and the role of Diplomatic Security. Proper procedure for assessing threats, taking security precautions, and interagency coordination will be discussed.

4:15 p.m.

Office of Foreign Missions Programs and their Impact on the Consular Community -- How Protocol Officers Work with the OFM

Loy Henderson Conference Room, 1st floor

Presenters: David Van Valkenburg
Regional Director
Office of Foreign Mission
U.S. Department of State

Terrence Daru
Regional Director
Office of Foreign Mission
U.S. Department of State

This discussion will provide participants with key information on working with the Office of Foreign Missions. Such topics as tax exemption, motor vehicles, customs clearance, and property notification will be covered.

5:00 p.m.

Adjourn for the day

FRIDAY, OCTOBER 25

8:30 a.m.

Coffee and Check-in (Enter 23rd Street Entrance)
Delegates Lounge

Conference Rooms 1406 & 1408
Conference Room assignments:
Room 1406: A-L Room 1408: M-Z

Break-Out Sessions

9:10 a.m.

Conference Room 1406: **Briefing on Military Aspects, Ceremonies and Special Events for VIP Visits**

Presenter: Thomas Groppel
Director of Ceremonies and Special Events
Military District of Washington

Conference Room 1408: **Dignitary Management in International Business Customs and Practices**

Presenter: Jonathan Moller
Executive Director
Protocol Resource and Operations Service
New York City

9:55 a.m.

Break

10:05 a.m.

Conference Room 1406: **Dignitary Management in International Business**

Presenter: Thomas Groppel
Director of Ceremonies and Special Events
Military District of Washington

Conference Room 1408: **Briefing on Military Aspects, Ceremonies and Special Events for VIP Visits**

Presenter: Jonathan Moller
Executive Director
Protocol Resource and Operations Service
New York City

10:50 a.m.

Break

11:00 a.m.

"Everything you always wanted to know about Protocol"
Question & Answer Roundtable Discussion

Presented by two Panels of Protocol Experts from Federal, State, and Local Government, and the National Protocol Resource Board

Conference Room 1406

Moderator: Ann Beard
President/CEO, Diplomacy and International Protocol
(Former) Chief of Protocol, City of San Diego

Washington, DC
Cecelia Herrera
Assistant Chief of Protocol for Administration
U.S. Department of State

Washington, DC
Maria Graciela Rivas
Protocol Specialist for the Office of Protocol
U.S. Department of State

Washington, DC
Beverly Rivers
Secretary of the District of Columbia

City of New York
Honorable Marjorie B. Tiven
Commissioner of Protocol

State of Florida
Pamella Dana
Director, Office of Tourism, Trade and
Economic Development

State of Illinois
Penny Kendall
Chief of Protocol and Director of International
Relations

Conference Room 1408

Moderator: Ginger Barnard
Deputy Chief of Protocol
County of Los Angeles
Vice-Chair, National Protocol Resource Board

Washington, DC
Carlton Terry, Special Assistant for
Protocol and International Affairs
Secretary of the District of Columbia

State of Florida
Karema Tyms
Director of Protocol
National Protocol Resource Board

State of Nevada
Gayle Andersen
Chief of Diplomatic Relations and Protocol
Vice Chair, National Protocol Resource Board

City of Chicago
Eileen Hubbell
Director of Protocol

City of New York
Jonathan Moller
Executive Director
Protocol Resource and Operations Service
National Protocol Resource Board

12:30 p.m.

Lunch (*Conference attendees will be escorted to the Department of State cafeteria*)

Note: The National Protocol Officers Association group will be departing the building at this time for afternoon activities.

1:45 p.m.

Advocating for U.S. Business Abroad
Conference Room 1406

Presenter: Robert X. Goldberg
Deputy Director
Office of Commercial and Business Affairs
Bureau of Economic and Business Affairs
U.S. Department of State

2:30 p.m.

Break

2:40 p.m.

**The World Summit on Sustainable Development:
Implications for State and Local Governments**
Conference Room 1406

Presenter: Jonathan Margolis
Director, Office of Policy Coordination & Initiatives
Bureau of Oceans and International Environmental
and Scientific Affairs
U.S. Department of State

3:25 p.m.

Break

3:35 p.m.

Business Facilitation Overseas, The Mission of the U.S. Commercial Service
Conference Room 1406

Presenter: Carlos Poza
Deputy Director General
U.S. Commercial Service
U.S. Department of Commerce

4:30 p.m.

Conference concludes