



Protocol and Diplomacy International

PROTOCOL OFFICERS ASSOCIATION

*Founded October 2002 * Washington, DC*

"Building bridges of peace, cooperation, and goodwill ... across the globe"

International Protocol Conference

Ottawa, Ontario, Canada

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September 25-27, 2003

FINAL September 22, 2003

AGENDA

CONFERENCE HOTEL

Hotel Fairmont Château Laurier

1 Rideau Street, Ottawa, Ontario K1N8S7 Canada

Tel. (613) 241-1414 Fax (613) 241-2958

Reservations (800) 441-1414

www.chateaulaurier.com

Wednesday, September 24, 2003

Arrival of participants and check-in

Hotel Fairmont Château Laurier

4:00 p.m. - 8:00 p.m. *Gatineau Room, Hotel Fairmont Château Laurier*

International Protocol Conference Hospitality Suite

Conference Registration & Pick-up Welcome Packets

Hosted refreshments

Evening On your own to explore & sample the delights of Ottawa

Thursday, September 25, 2003

Hotel Fairmont Château Laurier, Gatineau Room

7:45 a.m. - 8:45 a.m.

Continental Breakfast & Opening of Conference

Welcome by Ann Beard, President, Protocol & Diplomacy International
Protocol Officers Association,
and by

Karen Bryk, Senior Protocol Officer, Winnipeg, Manitoba
Legislature, and Canadian Conference Coordinator

Note: Late arrivals may check-in on Thursday morning.

8:45 a.m. Shuttle buses depart for Rideau Hall

9:00 a.m. Arrival at Rideau Hall, the Official Residence of the Governor General of Canada

9:05 a.m. Briefing about the role of the Governor General of Canada in the Tent Room

9:15 a.m. "The Protocol of the Nation's Table"

A Culinary and Hospitality presentation by the Rideau Hall Culinary and Service Teams featuring:

- Presentation of the role of the Governor General
- Discussions & displays of cutting-edge Canadian cuisine using Canadian products from across the country & Canadian wines
- Presentation and displays of Rideau Hall service - china, silver, stemware, a pre-set table, linens, floral arrangements
- Adam Barrett, Senior Program Advisor
- Oliver Bartsch, Executive Chef
- Louis Charest, Executive Sous Chef
- Gilles Carrière, Maître d'Hôtel
- Claude Lepage, Assistant Maître d'Hôtel
- Allison Pike, Chief of Events

Coffee, tea, juice and light refreshments to be served

10:15 a.m. Tour of the Official Residence highlighting Canadian art from across the country

11:00 a.m. Departure from Rideau Hall by bus for Parliament Hill
(Parliament Hill is next to the Hotel Château Laurier)

11:00 a.m. – 2:00 p.m.

Parliament Protocol Presentation

-A PowerPoint presentation on the mandate of the Protocol Office of International & Interparliamentary Affairs describing welcome ceremonies for chiefs of state and heads of government, press conferences, addresses to Parliament.

-A short video on the Address to Parliament by Nelson Mandela.

Noon *Luncheon hosted by Claire Poulin, Director General of International & Interparliamentary Affairs and Chief of Protocol*

2:00 p.m. Tour of Parliament Hill by Elizabeth Rody, Protocol Coordinator, Parliament of Canada

2:30 p.m. - 4:30 p.m.

Canadian Heritage Presentation: Royal Protocol

-Micheline Ouellette-Rogers, L.V.O., Director, State Ceremonial & Corporate Events

-Kevin S. MacLeod, L.V.O., Manager, State Ceremonial & Canadian Symbols, Department of Canadian Heritage

1. Constitutional Monarchy in Canada – From Past to Future
2. Royal Visits to Canada – A Celebration of Identity
3. Video - The 2002 Golden Jubilee of Her Majesty Queen Elizabeth II – Principles, Participation and Pride
4. Points of Royal Protocol – A Common Sense and the Common Good
Questions and Answers

4:35 p.m. Walk to hotel. It is next door. There will probably not be enough time to change clothes.

5:15 p.m. Buses Depart for Residence of the Deputy Chief of Mission, Embassy of the United States of America

5:30 p.m. - 7:00 p.m.

Welcome Reception at the residence of the U.S. Deputy Chief of Mission
Hosted by: Mr. Stephen Kelly
U.S. Deputy Chief of Mission
400 Acacia Avenue, Rockcliffe Park

7:00 p.m. Buses depart for Hotel Fairmont Château Laurier

Evening On your own for more exploration or an evening on the town with new friends

Friday, September 26, 2003

8:15 a.m. – 8:40 a.m. *Gatineau Room, Hotel Fairmont Château Laurier*
Ann Beard – President's morning update

8:45 a.m. Depart hotel by bus for Lester B. Pearson Building

9:00 a.m. Cadieux Auditorium at Department of Foreign Affairs and
International Trade (DFAIT) in cooperation with USA Bureau and
Federal/Provincial Relations Bureau

Office of Protocol briefings on:

*Visits, Hospitality and Management of the Diplomatic Corps in accordance
with the Vienna Convention*

Privileges, Immunities & Diplomatic Security

Lunch hosted by DFAIT in the Skelton Lobby, just outside the Cadieux
Auditorium

12:15 p.m. Depart by bus for Hotel Fairmont Château Laurier

12:45 p.m. - 1:35 p.m. *Quebec Suite, Hotel Fairmont Château Laurier*

United States Department of State presentation:

Diplomatic and Royal Visits to the U.S.A.

Lawrence P. Dunham, Assistant Chief of Protocol for Diplomatic Affairs
& U. S. Department of State Advisor to Protocol & Diplomacy
International Board of Directors, Washington, D.C.

Questions and Answers

1:50 p.m. - 2:40 p.m.

Royal and Diplomatic Protocol from the Corporate Point of View

Marie Amundson, Director, Marketing Operations for Space & Integrated Systems, The Boeing Company, Seal Beach, California, U.S.A.

Questions & Answers

2:50 p.m. - 3:40 p.m.

Japanese Royal & Diplomatic Protocol from the Perspective of an Interpreter and Foreign Service Officer

-Yuko Kaifu, Consul for Political and General Affairs, Consulate General of Japan at Los Angeles

Questions & Answers

3:50 p.m. - 4:40 p.m.

Madame's Voice

Conference Interpreting: What it is and what it is not

-Elga Sharpe, Chief of Protocol, Office of the Mayor of the City of Los Angeles (& former Director of Languages for World Cup USA 1994, Warner Bros. International Channels, DreamWorks SKG)

-Louise Côté, Member of Council, International Association of Conference Interpreters (AIIC)

Questions & Answers

6:00 p.m. Depart by bus for reception (departure time to be confirmed)

6:30 p.m. - 8:00 p.m.

Reception at MacKenzie King Estate

Rue Barnes - Gatineau Park, Kingstons, Quebec

Hosted by: The Honourable Don Boudria, P.C. M.P.

Minister of State and Leader of the Government of the House of Commons

ATTIRE: Cocktail attire/business suit

8:10 p.m. Depart by bus for Hotel Fairmont Château Laurier

Evening On your own for more exploration or an evening on the town with new friends

Saturday, September 27, 2003

8:00 a.m. – 8:45 a.m. *Tudor Room, Hotel Fairmont Château Laurier*
Continental Breakfast

8:45 a.m. *Quebec Suite, Room Hotel Fairmont Château Laurier*
Ann Beard, President's Conference Update

9:00 a.m. - 10:00 a.m. *Quebec Suite*

The Role of Protocol in Canadian Military Ceremonies:

Official Visits, Colours, Military Funerals, Dress Distinctions, Military Music (British & French traditions, Military Honours, Awards & Military Heritage

Lieutenant- Colonel Daniel S.C. Mackay, Deputy Director, DHH
Commandant adjoint DHP

Questions and Answers

10:10 a.m. - 11:10 a.m.

A 21st Century Vision: Consular Functions in a Globalized World

Harry Schaub, Dean of the Consular Corps College

Questions and Answers

11:20 a.m. - 12:10 p.m.

Panel Discussion: *How Local Government Offices in the U.S. Serve & Interact with the Consular Corps*

-Ginger Barnard, Deputy Chief of Protocol, Los Angeles County, California

- Gayle Anderson, Chief of Diplomatic Relations/Protocol, State of Nevada

-Joanne Sokolski, Chief of Protocol, Orange County, California

Questions and Answers

12:20 p.m. - 1:30 p.m.

Protocol Networking Workshop – Everyone

Moderated by Ann Beard, President, Protocol & Diplomacy International

Learning from Each Other – An Exchange of Problems, Solutions & Dilemmas

This agenda is a collaborative effort of Karen Bryk, Senior Protocol Officer, Manitoba Legislature, and Ginger Barnard, Conference Agenda Chairman, and Elga Sharpe, Conference Agenda Vice Chairman.