



**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

- 10:30 -10:45 am** **Break**
- 10:45 -11:45 am** **Intermediate Protocol: U.S. Bilateral Relationships, Consular Issues and Local Ethnic Communities**
 Presented by: Ginger Barnard, Deputy Chief of Protocol for Los Angeles County and Sonia Garza-Monarchi, Executive Director of the Houston International Protocol Alliance
- U.S. & China/Taiwan
 - Vietnam & Cuba
 - Religious & Tribal Leaders, The Empire of Atlantium and the Republic of Texas
 - Letters of Invitation/Visa Requests/Fraudulent use of letterhead
 - Donations/Solicitation Letters
 - Natural and Other Disasters
 - Local Ethnic/Expatriate Community Issues
- 11:45 -Noon** **Walk to lunch site**
- 12:00 - 1:30 pm** **Keynote Address "Protocol Under Fire "**
 Presented by: Robert W. Frye, Chief of Protocol for the Coalition Provisional Authority and U.S. Embassy, Baghdad, Iraq
- Location: University Place Sponsored by the World Affairs Council
- 1:30 - 1:45 pm** **Return to hotel**
- 2:00 - 3:00 pm** **Visits 101**
 Presented by: Jose Luis Garcia, Chief of Protocol for the City of San Antonio, Sonia Garza-Monarchi, and Paula West, Chief of Protocol, City of Phoenix
- Visit Preparation Form & Closeout
 - Defining Roles
 - Transportation and Sample Itinerary
 - Courtesies Extended
 - Security
 - How to handle delicate situations:
 - Visitor wants to go to a certain type of establishment
 - Visitor makes a pass
 - Visitor is intoxicated
 - Rude behavior
 - Negative about host city, state, country
 - Difficult person
- 3:00 - 3:15 pm** **Protocol: When Creativity and Flexibility Are Required**
 Presented by: Chris Vigueria, Director, Special Projects, Los Angeles County Office of Protocol

