

International School of Protocol & Diplomacy

Intensive Course on Protocol, Diplomacy and Cross-Cultural Relations

Brussels
9th - 12th February 2010

Day 1

9 February 2010 - morning

09.30 -10.00 Welcome by Inês Blu Rodrigues, Director of the International School of Protocol

10.00 -11.30 Basic Rules of Protocol

Lecturer: Inês Blu Rodrigues, Director of the International School of Protocol

- Differences between Protocol, Etiquette and Ceremonial
- Rules and Tradition on the Placement of Flags
- Precedence and Techniques for the Placement of Guests
- Responsibilities and Obligations of the Host

11.30 -11.45 Coffee break

11.45 -13.15 Protocol in the 27 EU Member States

Lecturer: Ines Blu Rodrigues

- National Cultures and European Integration
- The Importance of Symbols
- EU Institutional Protocol

9 February 2010 - afternoon

14.30 -16.00 Official Protocol I

Lecturer: Yves Panneels

- Monarchies and Republics Around the World
- State Structures in the Kingdom of Belgium
- The Impact of the EU on National Protocol

16.30-18.30 Visit to the European Commission

Day 2

10 February 2010 - morning

10.00 -11.30 Official Protocol II

Lecturer: Catherine de Leeuw

- The American Perspective on Protocol
- Norms of International and State Protocol
- Techniques and Rules for Hosting High Level Delegations

11.30 -11.45 Coffee break

11.45 -13.15 Military Customs and Protocol

Lecturer: Fernando Braz Oliveira

- Civilian-Military Relations in Modern Society
- Armed Forces: Ranks, Salutes and Uniforms
- Military Protocol in Institutional and Civilian Events

10 February 2010 - afternoon

14.45 Meeting point at ISPD

15.30 – 17.00 Visit to NATO with NATO's Public Diplomacy Division

Day 3

11 February 2010

10.00 -11.30 International Relations and Diplomacy

Lecturer: Luis Ritto

- International politesse: Vienna Convention on Diplomatic Protocol
 - Diplomacy: aims and protocol procedures
 - The impact of globalisation on Diplomacy
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11.30 -11.45 Coffee break

11.45 -13.15 Diplomatic Protocol

Lecturer: Luis Ritto

- The Congress of Vienna and Diplomatic Ranks
- Embassies, Consulates, Missions and High Commissions
- Protocol in International Organisations and the Vatican

11 February 2010 - afternoon

14.30 -16.00 The value of cross cultural relations and cultural identity

Lecturer: Richard Amoako

- Working and Communicating with Diverse Cultures
 - Developing Intercultural Awareness
 - Common Stereotypes: How Are We Perceived by Others?
 - African Protocol
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16.15-17.45 Cross-Cultural Contrasts: Communication, Networking & Worldwide negotiation

Lecturer: Inês Blu Rodrigues, Director of the International School of Protocol

- The importance of Cross-Cultural Communication
- Different Cultures Different Patterns
- Do's and don'ts around the world, Cross-Cultural Tips

Day 4

12 February 2010

Workshop “Protocol in the Planning and Implementation of Institutional Events”

by Isabel Amaral, Vice President of OICP (International Organisation of Protocol and Ceremonial)

10.00 -13.15 Planning the Event

- Basic questions for preparing our event
 - VIPs and special arrangements
 - Writing a protocol script
 - Preparatory visits and Checklists for success
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11.15 -11.30 Coffee break

14.30 – 17.45 Implementing the Event

- The Role of the Protocol Assistant
- Working with an Image and Communication Team
- How to work with Security Personnel
- Case Studies

Course venue

The seminars take place at International School of Protocol and Diplomacy in Brussels

57 Rue Froissart, B-1040 Brussels

Working language

All training will be held in English

Fee

Only training – 650€

Registration

A completed Registration form;

A photocopy of your passport, identity card or other official document showing your personal details;

By Post

International School of Protocol in Brussels, Rue Froissart, 57 1040 Brussels

Online

f.aguiar@protocolbrussels.com

Payment

The fee is due on International School of Protocol in Brussels account:

KBC/EP Branch

Rue Wiertz

1040 Bruxelles

IBAN: BE42734006309554

BIC/SWIFT: KREDBEBB

Contact us for any further information

Filomena Aguiar

f.aguiar@protocolbrussels.com

+32 (0) 24 0077 38