

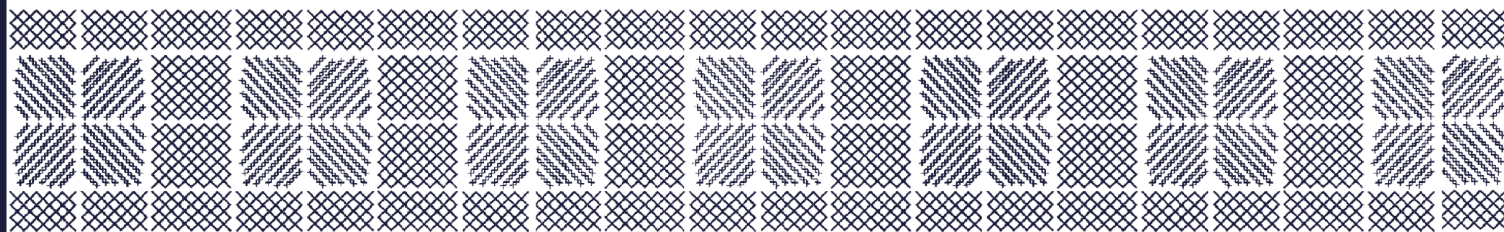


# PROTOCOLS

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FOR SPECIAL EVENTS AND VISITS

OF HIGH PROFILE GUESTS TO THE UNIVERSITY





# ATENEO DE DAVAO UNIVERSITY

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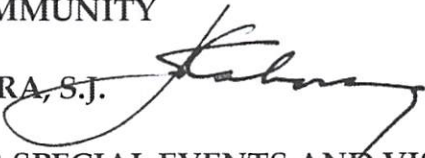
In Consortium with Ateneo de Zamboanga University and Xavier University

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## Office of the President

Memorandum No. 2019-075  
22 June 2019

**PLEASE POST**

**MEMO TO:** UNIVERSITY COMMUNITY  
**FROM:** FR. JOEL E. TABORA, S.J.   
**RE:** PROTOCOLS FOR SPECIAL EVENTS AND VISITS  
OF HIGH PROFILE GUESTS TO THE UNIVERSITY

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At the recommendation of **Mr. Romulo Vinci R. Bueza**, *Director of the Ateneo Internationalization for Mindanao (AIM) Office* and endorsement of the **President's Council**, I hereby approve for implementation the *Protocols for Special Events and Visits of High Profile Guests to the University* (Cf. attached document) effective today, 22 June 2019.

For your information and guidance.



# Protocols for Special Events and Visits of High Profile Guests to the University

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## Purpose and Background

The Ateneo Internationalization for Mindanao Office, reporting directly to the University President, collaborates, and in some instances partners, with academic and administrative units in the University to achieve their individual event goals and objectives and advises on protocol and special requirements as they relate to special event planning and hosting high profile guests. This document aims to assist the units, schools, departments, centers and institutes of the University in hosting special events and high profile guests of the University.

**Special Events** are social occasions, conferences and/or activities that have the potential to promote the University's vision and mission as they foster and develop relationships with the external community. University events are those which are funded partially or completely by the University. Included in this definition are events which have the potential to attract significant media attention.

**High Profile Guests** include public figures and dignitaries, for example, city, regional or national government representatives; foreign state leaders and officials; diplomatic envoy and other international delegates; celebrities and public figures who attract media attention and/or raise concerns for security measures.

**Visits to the University** include visits to any of the Ateneo de Davao University campuses or to any event sponsored or staged by the University or any of its Schools, departments, centers, institutes, and units. A visit includes a public appearance, speaking engagement, conference participation, performance, or confirmed attendance at an event.

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## General Protocols

1. Convenors of special events which involve a high profile guest are enjoined to consult the Ateneo Internationalization for Mindanao Office prior to the guest being formally invited and before public announcements or advertising are undertaken. The Ateneo Internationalization for Mindanao Office, in turn, informs the University President. This procedure allows for better coordination of invitations being issued to the same person from multiple units at Ateneo de Davao University, avoids conflicts in the University events calendar, and ensures that protocol issues have been addressed. (*Note: If the visit of a high profile guest is confirmed at the last minute, please remember to still inform and provide details to the Ateneo Internationalization for Mindanao Office*)
2. A faculty member shall consult his/her department chair and Dean about an opportunity to invite a high profile guest to visit the University. Similarly, a non-teaching employee shall consult his/her Director or immediate supervisor. Likewise, a student organisation or the SAMAHAN shall consult the Office of Student Affairs.
3. As applicable, the Dean, Director/supervisor, Principal, Headmaster or the directors of Student Affairs, shall ensure that the request is directed to the Ateneo Internationalization for Mindanao Office for clearance.



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4. The Ateneo Internationalization for Mindanao Office shall provide direction with regard to University protocols and special event planning basics (risk assessment, space reservation, security arrangements, invitations, hosting, publicity, media relations).
5. In the event that there is a request for assistance at the last minute or if the requisite level of funding is not in place, the Ateneo Internationalization for Mindanao Office should still be informed of the details of the event. However, the level of service that can be expected will be affected accordingly.
6. The Ateneo Internationalization for Mindanao Office shall consider and arrange protocols for the visit including, but not limited to:
  - the availability and involvement of the President, or other senior University official(s) to attend, participate or host;
  - how, when and from whom the invitation is extended;
  - whether the visit is of such significance that it needs to be managed as an institutional event;
  - flag protocol and various forms of address for dignitaries, if required.
7. Visits of high profile guests shall be governed by all applicable University policies and procedures.
8. When planning the visit please consider the following:
  - who will be hosting / escorting the visitor for the duration of their visit
  - who else should be invited
  - who should be presented to the visitor
  - who should do the presenting
  - operational and security aspects of the visit
  - the route to be taken during the visit and the timings
  - any special requirements of the visitor, e.g. speeches, plaque unveiling
  - refreshment and catering arrangements
  - arrangements for arrival and departure (parking considerations)
  - press and media arrangements
  - photography and filming of the visit

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## Protocol for Dignitary Introductions

Dignitaries visiting Ateneo de Davao University, regardless of rank, should be greeted curbside as they arrive and accompanied by their host, or appropriate staff member, for the entire duration of their visit. For high-level dignitary visits, there is a formal protocol on who should greet the visitor. High-level dignitaries include:

Current or former heads of state or government and their spouses (only when with the head of state/government or when officially sent by the former)  
Philippine Vice President, Chief Justice, Senate President, House Speaker  
Royalty  
United Nations or ASEAN Secretary General and other heads of International Organisations  
Representatives of foreign governments (i.e. Ambassador, Deputy Chief of Mission, Consul)



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Religious or spiritual leaders  
Philippine Cabinet members  
Philippine members of Congress (senators and representatives)  
Mayor of Davao City

When a high-level dignitary visits the Ateneo de Davao University, one or more of the following university administrators should attend the formal greeting:

University President  
Executive Vice President  
Academic Vice President  
Vice President for Planning and Quality Assurance  
Dean of hosting/sponsoring Department/School  
Academic Director/Chair of Center/Department  
Director of hosting/sponsoring center/institute  
Principal  
Headmaster

A protocol officer will be assigned to oversee the protocols. He/She will also do the introduction. He/She will stay on the left side of the visiting dignitary.

For any meet and greet involving a high-level member of the legislature, check with the University Community Engagement and Advocacy Council and/or the Assistant to the President for Research and Advocacy to determine if the appropriate administrator is doing the meet and greet.

If there is a formal "meet and greet" with additional guests, that may take place in an office, as appropriate. The host or staff member should bring the dignitary to the additional guests and conduct additional introductions at that time.

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## Format for Introductions and Sample

Introductions are based on precedence, not gender. The lower-ranking person is introduced to the higher-ranking person. Persons in official office or visitors to campus are given the higher ranking, as a sign of courtesy and respect.

In general, first names are not used in formal introductions.

Appropriate wording variations:

"(Higher-ranking Person), may I present (Lower-ranking Person)?"

"(Higher-ranking Person), may I introduce (Lower-ranking Person)?"

"(Higher-ranking Person), may I introduce to you (Lower-ranking Person)?"

Do not say:

"(Higher-ranking Person), may I introduce you to (Lower-ranking Person)?"

Reciprocate introductions by telling the lower-ranking person, who the higher-ranking person is.

Sample:

"Your Excellency, may I present Executive Vice President Eliab of ADDU? EVP Eliab, this is Ambassador Smith of the Kingdom of Sweden."



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## Additional Notes for Introductions

Check the protocol on the person's name and title and be prepared to use titles correctly. Diplomatic protocol for names and titles may differ. Always stand for introductions. Respond to an introduction by repeating the person's name. If you use an honorific with one person's name, use an honorific for everyone. Don't give yourself an honorific.

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## Order of the Program

As the dignitary enters the venue everyone should rise from their seats and wait until the dignitary is seated. For foreign dignitaries representing a sovereign state, their national anthem should be played first before the Philippine National Anthem. At the end of the program, the audience must all rise and wait until the dignitary has left the venue.

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## Inviting the University President

Requests for the President to attend or participate in an event are arranged, at least two weeks before the event, through the Executive Secretary of the Office of the President for availability and scheduling and liaison with the Assistant for External Affairs as required.

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## Inviting Members of the University's Board of Trustees

Invitations to the members of the University Board of Trustees must be coursed through the University Corporate Secretary.

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## University Gifts

For dignitary visits and high profile guests, it is appropriate that a gift be presented on behalf of the University in appreciation or to promote goodwill. It is the responsibility of the hosting department to purchase a gift that could be presented by the University President or appropriate designate. The gift must be symbolic of the University's Vision and Mission in Mindanao. Prior to choosing a gift, research should be done to inquire about the country's cultural gift-giving protocol to determine if the gift selection is appropriate.

A certificate or plaque of appreciation may also be given to the high profile guest. The signatories should include the University President and the head of the office sponsoring the event.



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