



Meeting & Conference Attendance Protocol

- It is important for those selected to participate in a meeting or conference to be aware of the behaviors and rules of dealing on these occasions, as they facilitate the task, achieve the goal, and help build fruitful relations with the participating delegations, as well as reflect a positive image of his country and the entity it represents, including:
- Willingness to participate in discussions and meeting topics, by viewing the agenda and detailed relevant information.
- The meeting venue must arrive on time, preferably well in advance to avoid delays that may result from registration and entry procedures.
- Always present the Badge when participating, introduce himself to those he meets in a brief friendly manner, and shake hands with them with full palm as an expression of respect.
- If there is no indication of the places of the invitees, the person should not come forward to sit in a place before being invited by the official or organizers.
- If the start of the meeting is delayed for any reason, he avoids talking to his neighbors if everyone is silent; if side conversations are pervasive, he can enter a friendly dialogue with his neighbors on topics related to the meeting.
- If there is an error in writing the name of the country or the national flag on the sign or identification card in the seating, the organizers should be alerted to correct the error.
- Avoid placing your mobile phone on the table, put it in silent mode before entering the meeting room, and avoid making calls, surfing the Internet, or sending messages and emails. If there is a compelling necessity, it must be done outside the room.
- If the delegation is participating in a visual presentation, it must communicate with the organizers before traveling to ensure that the file format is compatible with the devices used in the conference, and the hall must arrive early to ensure that there is no technical problem, in order to avoid any embarrassment caused by a technical malfunction that may occur, with the importance of preparing the presentation in a clear way for everyone.



- If a meeting is to be filmed or recorded, permission must be sought in advance from the meeting chair or organizers.
- During the meeting, mental attendance should be high, and active participation is an important indicator for evaluating the delegation's participation by the organizers and attendees.
- Do not interrupt others while talking, do not obsess over the discussion, or prolong the presentation of the point of view.
- It is quite normal to inquire about any ambiguous or unclear point, but only after the speaker has emptied.
- Always show professionalism without being extremely friendly or extremely serious with smile that reflects the nobility of morals and avoid controversy arguments in any discussion.
- Think carefully before speaking and take notes of important points of your topic, so that the participation is correct and relevant.
- • No official delegation, its chairman, or any member thereof may adopt - by hint or statement - any position or take any action that entails (or may entail) any material or moral obligation on the part of the State or any of its institutions, unless it has an express prior authorization from the competent authority authorizing it to do so.
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- Securing enough business cards, as it is not appropriate for someone to present their card without responding in kind (there are special rules on how to exchange identification cards according to the person's culture, it is advisable to read them).
- It is preferable to thank the chairman or organizers of the meeting at the end of the session.
- Avoid asking when hospitality will be offered and wait for it to be provided by the organizer.
- When drinking water or a drink on the table, do not drink directly from the bottle or can, but pour into the glass and drink quietly.



- Keep empty cups away slightly if you finish drinking coffee and tea.
- Listen carefully to the speakers while making sure to write down important highlights from them, new ideas in them and all suggestions that can help move bilateral relations forward.
- Be careful not to interrupt speakers and give them enough time to present their point of view.
- Speaking calmly, gently and in a clear and audible voice, the Prophet Mohammed (peace be upon him) said: "Kindness is not to be found in anything but that it adds to its beauty, and it is not withdrawn from anything, but it makes it defective" and to avoid redundancy and repeating the same ideas, or exaggerating demands.
- Ensure the validity of the information displayed before speaking it, especially the numbers, and avoid exaggeration, as the information has become accessible to everyone, and that any exaggeration in the information will offend the person and the entity he represents, as inaccurate information will call into question the correct information mentioned in the presented topic itself.
- Not to monopolize speech or infringe on the rights of others in their interventions. And not to disparage or disparage the words and opinions of others.
- Avoid loud sounds either in speech or laughter. If you experience something that causes a cough or a permanent cough, leave the place until the condition passes safely.
- Refrain from talking about things that may cause allergies.
- Avoid smoking in places where it is prohibited.
- Not to be confined to a specific gender, and not to be the actions of the member in this section striking or deliberate, and not to exaggerate the hugging between men who are members of Arab delegations, as these matters have a concept that is reprehensible in other societies.
- Finally take into account that meetings and conferences follow up with cameras whose presence may not be noticed especially by the press. Therefore, it is necessary to avoid any behavior that may criticize and offend the person or his country.