



Signing Ceremony

Preparing for the signing ceremony

- Preparing the place for the signing ceremony so that it contains a suitable table that gives freedom of movement to the lower limbs of the signatories ,and (2) chairs that can be adjusted in terms of lowering and lifting.
- It is advisable to place a sign) pop up size (4 × 3 behind the table ,or any other sign containing the name of the agreement ,the honorary sponsor if any ,and the logos of the parties participating in the signing ceremony.
- It leaves sufficient space behind the signatories for the movement and parking of the honorary personality ,if any ,as well as for the two persons in charge of passing the signature documents between the two parties.
- Prepare the mast flag and table flags for the participating parties and ensure that they are placed in the correct place well before signing.
- If you want to place flowers ,they must be of the right height and size so that they do not obstruct movement and do not obscure vision.
- The representative of the host party is kindly seated to the left of the table) to the right of the viewer ;(Behind each of them is only one person to pass and exchange documents.
- In agreements signed in the presence of an honorary patron ,he is kind enough to stand in the middle behind the table .If there is a legal personality for each participating party ,each of them stands behind the person responsible for signing on his part.



Flag ceremonies take different forms when signing agreements ,as follows:

- Between two official entities of two countries ,the flag of the table $\times 25$ 16 cm,and the height of the mast is 30 cm (for each country ,approximately in the middle of the table opposite the representative of the entity or at the end of the table approximately opposite the representative of the region.

- Between the establishment and a foreign company ,the national flag shall be on a mast behind the table and in front of the event sign to the right of the viewer)if the signing ceremony is in an office ,the size of the flag shall be 2×1 m ,and the height of the mast shall be 2.5 m) if the ceremony is in a hall ,the size of the flag shall be 2×1 m ,and the height of the mast shall be between 6-4 meters (and small flags of the establishment and company shall be placed on the table) without the knowledge of their respective countries.

Approximately in the middle of the table opposite the representative of the entity ,or approximately at the end of the table opposite the representative of the entity.