

Speech Protocols

Guest Accommodation Specifications

The following rules shall be observed in the speech Protocol:

- Start with the national anthem (the national anthem is not followed by Applauding).
- The presenter then begins his speech by welcoming the sponsor of the occasion ,and the distinguished guests ,and appreciating their attendance, noting the importance of the occasion (noting the importance of the occasion is an appreciation of the importance of the sponsor of the occasion and the attendees). The following should be noted:
 - Ensure that all official figures to be mentioned ,whether by name or surname,are mentioned according to status ,and ensure their accuracy , whether in Arabic or any other language .Avoid using vocabulary or body language gestures that may disturb the invitees ,and take into account cultural differences ,if any.
 - Recitation of verses from the Holy Qur'an suitable for the occasion ,if possible, taking into account the selection of a proficient reciter with good voice ,and if not possible ,a carefully chosen audio recording .(Live reading is preferred ,as it is more formal).
 - Screening of the documentary or introductory film ,if any.
 - Rhetorical words.
 - The last speech of the main character ,after which there is no speech.
 - The ceremony concludes with honoring and gifts ,if any.
 - It is taken into account that the time of the ceremony is compatible with the occasion ,and away from disruptive brevity or boring redundancy.

Qualities of the presenter

- It has an elegant dress that is not exaggerated.
- Proficient in the language and possess the skill of diction.
- Alerted and tactful.
- Has the experience of delivering and confidence in front of a crowd.
- Serious about pre-event rehearsals to avoid embarrassing surprises.

Qualities of the presenter

'Aisha ,the mother of the Believers ,said“ :The Messenger of Allah) peace be upon him (commanded us to take people down to their homes”.

"Precedence is taken precedence in a number of cases ,such as :the arrangement of seating ,the arrangement of standing at receptions ,the arrangement of seating at dinner parties ... and others.

Order of Precedence

The precedence ceremony varies according to the protocol of each country, and in the Kingdom of Saudi Arabia ,the order of precedence is as follows:

- 1 . Their Highnesses Princes by age.
- 2 .His Eminence the Grand Mufti of the Kingdom.
- 3 .His Excellency the Speaker of the Shura Council.
- 4 . Your Excellencies Ministers acting according to seniority.
- 5 .Their Excellencies in the rank of Minister according to seniority.
- 6 .Senior officers with the rank of lieutenant general.
- 7 .Holders of the premium class by seniority.
- 8 . Senior officers with the rank of lieutenant general.
- 9 .Excellencies by job rank.



- Some personalities of high scientific or social status are given special precedence, as it is customary for His Eminence the Grand Mufti of the Kingdom to take precedence over princes to sit next to the King or His Highness the Crown Prince.
- The Vienna Convention on Diplomatic Relations stipulates that the heads of diplomatic missions shall take precedence based on their seniority in presenting their letter of accreditation to the Head of State and the date and time of arrival.
- Foreigners shall be accorded precedence over citizens if they are equal in grade or rank.
- Civilians take precedence over military personnel.
- A person holding a position by assignment or acting shall not be presented until the last official in his class has finished.
- If a person has more than one position ,he or she is registered with the appropriate position for the event.
- Personalities contributing to the university's endowments are granted precedence consideration.

Precedence of Public Speaking

On occasions involving speeches ,the order of precedence of speeches should be considered when preparing the schedule of the ceremony in ascending order. (The main character schedules the last word ;the host schedules before the guest in delivering the speech).

Precedence of Courtesies

- He initiates handshake with the most prestigious.
- He initiates the greetings the smallest to the greatest.
- If he does not speak with a handshake, the other party does not initiate it.
- The smallest is given to the largest at the definition, depending on titles or positions.
- The surname precedes the name when applying or identifying.