

Official Visits Protocols

Visiting

It is a planned practical activity, aimed at achieving specific goals, and coming out of them with positive results. Usually, many requests for visits are received from personalities inside the country within the framework of cooperation between different sectors, or official guests on a working visit from abroad representing counterparts in friendly countries, and there are many types of visits and the ceremonies they require according to the status of the sector itself, including:

- Official and diplomatic visits
- Business Visits
- Courtesy visits
- Introductory visits

Visitors are categorized into:

- Official Delegations
- VIP members
- Members of the diplomatic corps and international organizations
- Business Visits

This category includes a more accurate classification that can be summarized as follows:

- Your Highnesses the Princes
- Your Excellencies the Ministers,
- Members of the diplomatic corps
- Occupants of the premium rank
- Chairmen of the boards of directors in large companies
- Senior Executives

Airport Reception Ceremony

- The host party shall be receiving the guest at the airport if the protocol so requires.
- The official escorts his guest to the airport executive lounge for a light hospitality and friendly conversation once the immigration and baggage procedures are completed.
- After completing the passport and baggage procedures, the official takes the guest at the vehicle designated for the transfer. As for the luggage, it is sent in another car, and it is taken into account that it arrives before the guest.
- The protocol officer is present at the hotel prior to the guest's arrival to ensure that the accommodation is ready at the moment the guest arrives.

Guest Accommodation Specifications

- To be a hotel class known for excellence in VIP service.
- To be a five-star category, with a high degree of professionalism in service, and in a suitable and easily accessible place.
- Availability of security requirements and guards around the clock.
- The Minister or his rank shall live in a suite comprising a master bedroom, a reception hall and a business office. He reserves a room adjacent or close to the suite for his personal secretary.
- All delegations shall be on the same floor as much as possible, and if this is not possible, care should be taken that the main guest is on a higher floor than the rest of the delegation.
- The escort assigned by the host - if his presence is important - shall live with the delegation in the hotel itself, provided that he is not on a higher floor than the guests, and the appropriate person is selected to accompany the guest so that he is characterized by tact and diplomatic courtesy, and proficiency in the guest's language or a common language, and the escort must read about the guest and his country all possible quality performance (usually provide a CV about the guest before the visit).

Reception at the meeting venue

- The Protocol Department in Public Relations coordinates the meeting with the guest ceremony, providing them with the agreed visit schedule, the number of companions, and eating and drinking habits, especially for foreign guests if the visit program includes lunch or dinner.
- If the guest is a foreigner, it is advisable to coordinate with the guest's embassy in the official visits of its officials, and the appropriate person is assigned to receive him - according to the guest's status - at the main entrance, where he initiates a handshake and welcomes on behalf of the entity, and then introduces him to the officials of the facility who line up at the entrance or the main lobby, and then goes to the specified place to sit for light hospitality before the start of the meeting. After the meeting is concluded, his counterpart and escort will accompany him to bid him farewell.
- In the event that the guest has the rank of ambassador, the ceremony requires that he be received by the protocol officer, welcomed by the official at the entrance to his office, and then escorted outside after the end of the visit.
- As for other visits, the facility official meets with them, and the visit ceremony is as follows:
- They are received at the entrance of the facility by the protocol officer and if the visit is related to one of the sectors of the facility, the person in charge of the facility is also received by the person in charge of the facility, then the official receives them at the entrance to his office and invites them to the meeting, and after the end of the meeting, the official bids them farewell at the entrance to the office, and the protocol officer accompanies them outside.

Visit Program

When preparing the visit program for the guest, the following shall be taken into account:

- Ensure balance in the daily program so that the guest is not exhausted.
- The program shall include, on the day of the guest's arrival, a dinner banquet in honor of the guest and the accompanying delegation, unless the arrival hour is late, the banquet shall be held on the next day.
- The visit program should include, in addition to official visits, visiting some tourist attractions, whether inside or outside the city, as permitted by the guest's time, and includes a cultural aspect such as museums, for example. In this case, coordination is carried out with the relevant authorities, such as: the Ministry of Tourism, the Ministry of Culture, and others. The program may include visits to some holy sites as desired.
- Program flexibility: the guest may want to add a destination to the plan that was not previously agreed on.
- Plan the guest schedule accurately to invest time.
- Official phone calls in addition to official correspondence to ensure the readiness of the concerned parties participating in the implementation of the program.
- This should be done well in advance of the visit.
- After agreeing on the details of the program, it is printed as follows:
- The logo of the host entity is placed on the cover in the upper center, then the cover is placed under the logo of the flags of the Kingdom of Saudi Arabia and the country represented by the guest according to the flag-placing protocol so that the Saudi flag is on the right side and the flag of the guest's country is on his left, and the phrase (visit program) is written on the cover in a separate line, then the details: the guest's name, job title, date of visit, and the entity he represents, (taking into account the guest's language).

- The program file includes the name of the assigned companion and his contact numbers.
- Then a separate page for each day of the visit includes a detailed schedule of the program, taking into account the prayer times for Muslim guests. It is suggested that the programme file include information the host wants to emphasize to the guest.
- In the event that the guest's campus is included in the visit, a separate program is designed for the guest's wife - if desired - with her own escort.
- Coordination is made with the concerned security authorities for the movements of the guest according to his status.

Departure Ceremony

- The escort escorts the guest to the airport, where a farewell ceremony takes place in the Executive Lounge.
- After the guest leaves, it is advisable to send a letter of thanks for the visit accompanied by souvenir photos taken and expressing affection.