

## seating Protocols

### The Protocol of Hanging & Arranging Official Photos.

Official photos shall be uploaded in all government headquarters and Saudi embassies abroad ,in accordance with the provisions of the Royal Decree No 2376 .dated23 /2/1410AH ,so that the photo of the founder , His Majesty King Abdulaziz is in the middle ,and to the left of the image )the right of the viewer (is the photo of the Custodian of the Two Holy Mosques ,and the photo of His Highness the Crown Prince is to the right of the image of the founder ) left of the viewer ,(with the three images being uniform in size & its frames ,and the level on which it is raised .



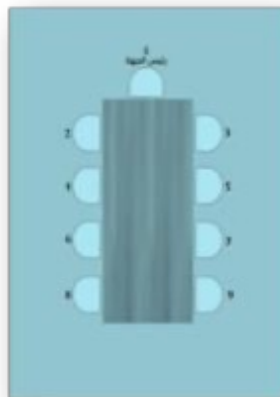
### The Protocol of office reception

The host sits in a single seat opposite the main entrance, and the guest (A, whatever his degree) is on his right on a single seat forming a right angle, and the two seats are separated by a small table, then the guest seat is followed by seats for the guest's conveniences, and the members of the host sit on the opposite side of the visiting delegation and the tables are formed on the seats extend and can be decorated with flowers and light hospitality.



## Internal Meeting

- The president leads all the internal meetings he attends, and then the rest of the officials sit next to him in order of precedence: he sits on his right in the upper position, and on the left of the next ... And so on. (Figure 1)
- The mobile device must remain silent, and not be placed on the table except in cases of extreme necessity as using the phone in such cases is not acceptable.

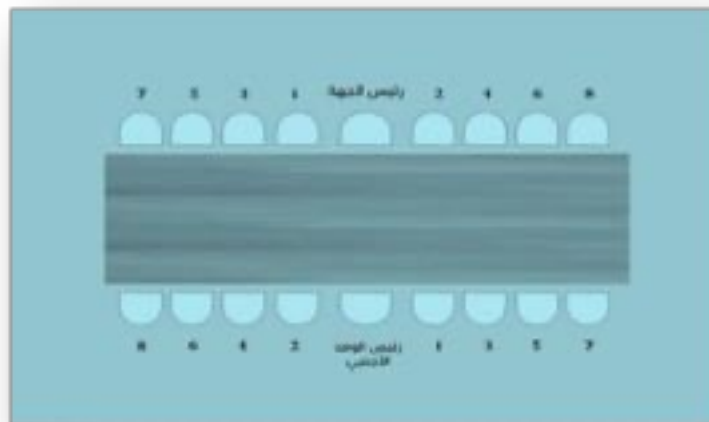


•Figure 1: Head of the region leading internal meeting

## External Meetings

In meetings with an external delegation, there are several methods, the most famous of which are:

- Everyone sits opposite of each other at the same table, and the host is in the middle of the right side of the table, directly opposite to the guest, and each of them is surrounded by members of his delegation according to the precedence followed. (Figure 2)



**Figure 2: Two delegations meeting opposite each other**

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- The host sits in the center of the table and is flanked on the right by the head of the away team (in the event of equal rank), and the members of each team sit on the side of their president according to precedence. (Figure3)



Figure 3: Meeting of two delegations on the side

## Protocol of seating in official & general Ceremonies

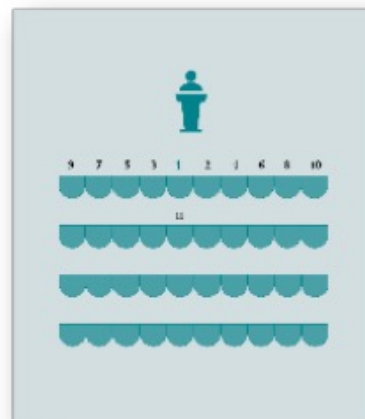
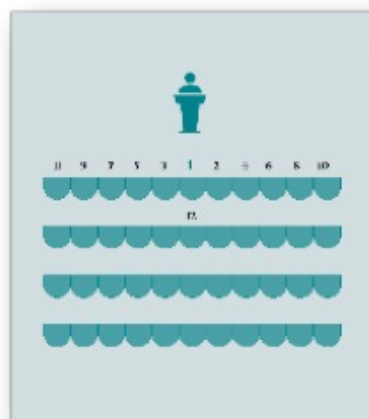
The main character or the guest of honor sits in the middle of the row, and the seating area of the audience is distributed according to the precedence followed, based on the shape of the arrangement of seats as follows:

### ■ Halls of one amphitheater: -

- If the number of seats in one row is odd: the seat in the middle is the main seat, and the attendees are kindly seated on both sides of it according to precedence

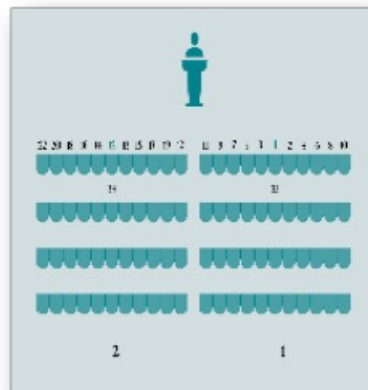
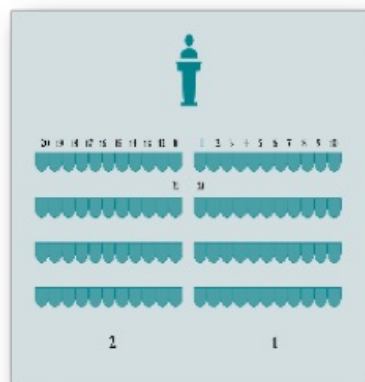
(Figure 4)

- If the number of seats in one row is even, then the main seat in the middle to the right from the viewer seat, and on either sides of it for the audience who are seated according to the precedence followed. (Figure 5)



## ■ Doubles Amphitheater Halls

- If the number of seats is odd, the main seat is in the middle of the right stand (left of the viewer), attendees are seated on either side of the Grandstand according to precedence and in the other amphitheater in the same manner. (Figure 6)
- If the number of seats is even, the main seat is in the first seat to the right of the runway (left of the viewer), and the audience is separated by sitting to the right of the amphitheater according to precedence, and then supplemented by the first seat in the other one in the same way. (Figure 7)



## Tripartite Amphitheater Halls

- If the number of seats is odd: by sitting on either side of it according to the precedence followed, and in the same way in the left amphitheater first, then the right (across the viewer). (Figure 8)
- If the number of seats is even; the main seat is in the middle of the central runway to the right (cross the viewer), and the audience is seated on either side of it according to the precedence followed and complements from or to the right seat of the middle amphitheater in an ascending hierarchy, and then or to the seat to the left of the middle amphitheater in the same way. (Figure 9)

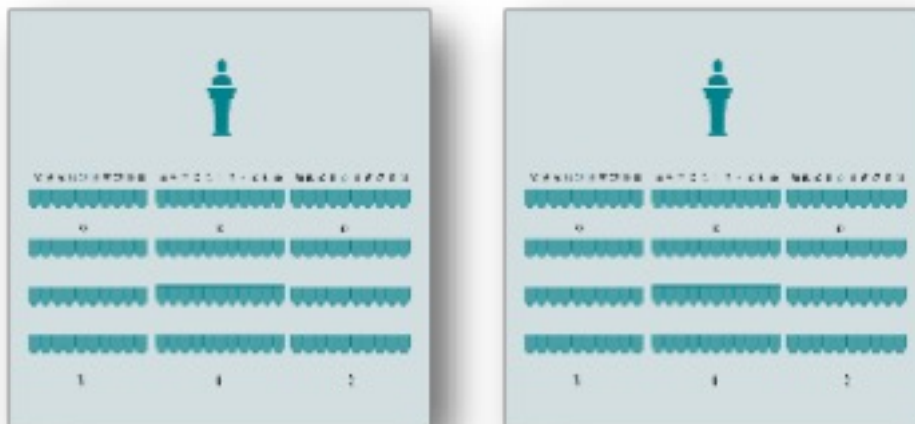
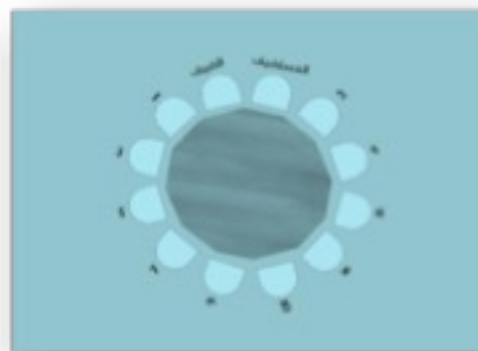
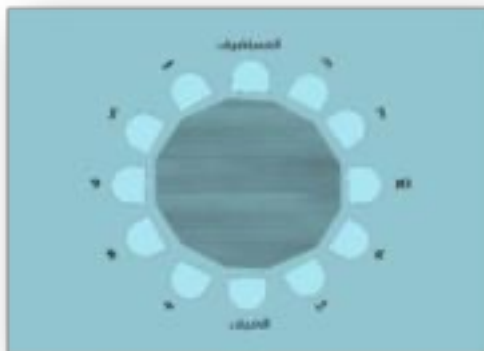


Figure 8: Seating in a double-digit triple amphitheater hall

- As for the occasions in which the main character is in the place of the podium, you can kindly sit in the middle, on his right of the highest rank, and on the left of the host.
- On mutual occasions with another party, the main seat is in the middle of the row, and on his left is an official and the host entity according to precedence, and on his right is the representative of the other party and its employees according to the approved rules, if it is a foreign entity.

## The Protocol of official Banquet

- The main seat at the table) round ,rectangular ,or U-shaped ,(located in the middle of the front of the table opposite the main entrance to the hall .If the entrance is sideways ,the chest of the table facing the windows ,or the podium if the dinner is oratory ,then the attendees are kindly seated from either side of the main seat according to the precedence followed.
- In the case of a foreign guest ,it is preferable to surround citizens on both sides of the guest as far as possible without violating the rules of precedence ,so that a foreigner sits next to a citizen and then a foreigner ... And so on.
- Guest names are placed neatly and clearly on small seating cards.



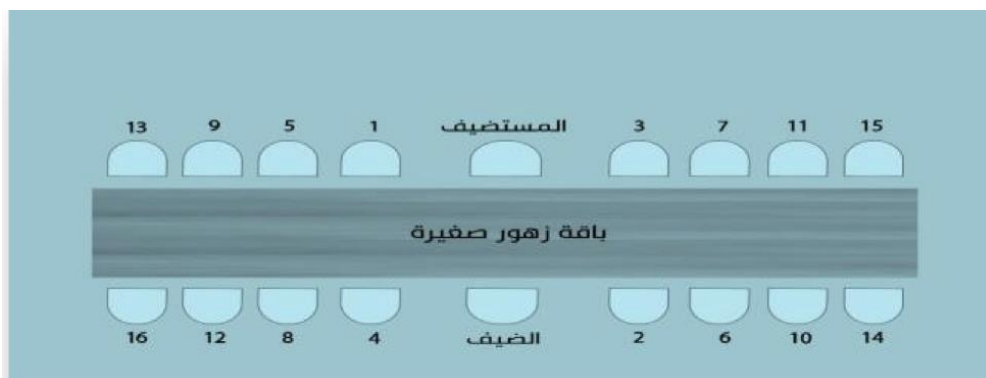
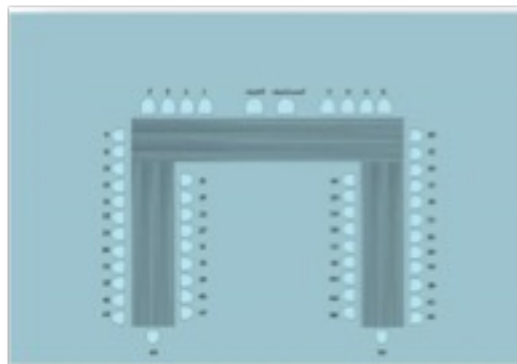
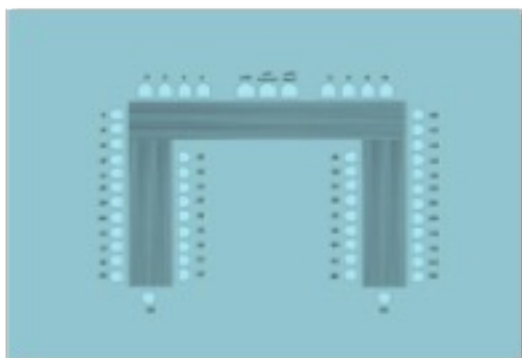


Figure : 14 Shortened formal gala dinners for foreign delegations