Protocol 101
ECN Summer Bootcamp

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Senior Institute Event Coordinator
Office of Special Events & Protocol

Introduction to Protocol

Originates from Greek and literally means to “glue things together”.

A system of rules that explain the correct conduct and procedures to be followed in formal situations.

Creating the right conditions for business, work, or diplomacy to succeed.

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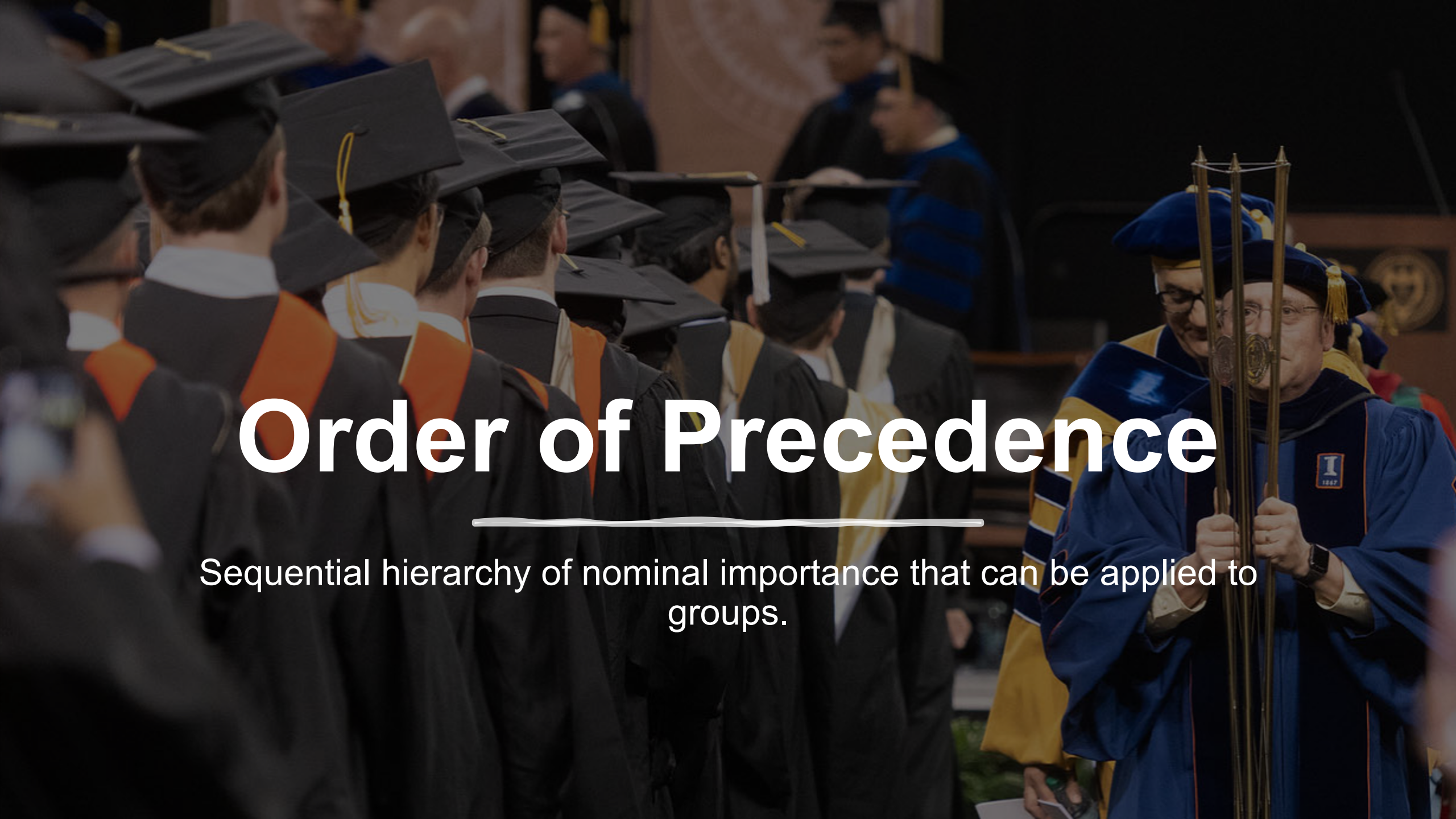

Order of Precedence

Sequential hierarchy of nominal importance that can be applied to groups.

Academic Order of Precedence

- College of Computing
- Ivan Allen College of Liberal Arts
- College of Design
- Ernest Scheller Jr. College of Business
- College of Sciences
- College of Engineering

Executive Leadership Team

President Ángel Cabrera

Provost Steven W. McLaughlin

Executive Vice President for Research Chaouki T. Abdallah

Executive Vice President for Administration and Finance Kelly Fox

Cabinet Members

Six College Deans

Library and Professional Education Deans

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Forms of Address

- Represents the Institute or your organization
- Inclusive
- Using honorifics
- Nametags

Forms of Address

The Honorable

The Honorable is used for the following:

- Elected officials at any level
- Judges
- U.S. Ambassadors on homeland
- Those appointed of high and conspicuous nature

Forms of Address

Envelope, address Letter, or email:

The Honorable (Full name)
(Office held)
(Address)

Introduction:

The Honorable (Full name), (Office held)

Conversation:

Senator
Representative
Mayor
Judge
Mr./Mrs./Dr.
(There is no congressman or congresswoman.)

Placecard/Nametag:

First name, Surname

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Examples

Envelope, address Letter, or email:

The Honorable Keisha Lance Bottoms

Mayor

City of Atlanta

Introduction:

The Honorable Keisha Lance Bottoms, Mayor, City of Atlanta

Conversation:

Hello Mayor Lance Bottoms

Placecard/Nametag:

Keisha Lance Bottoms

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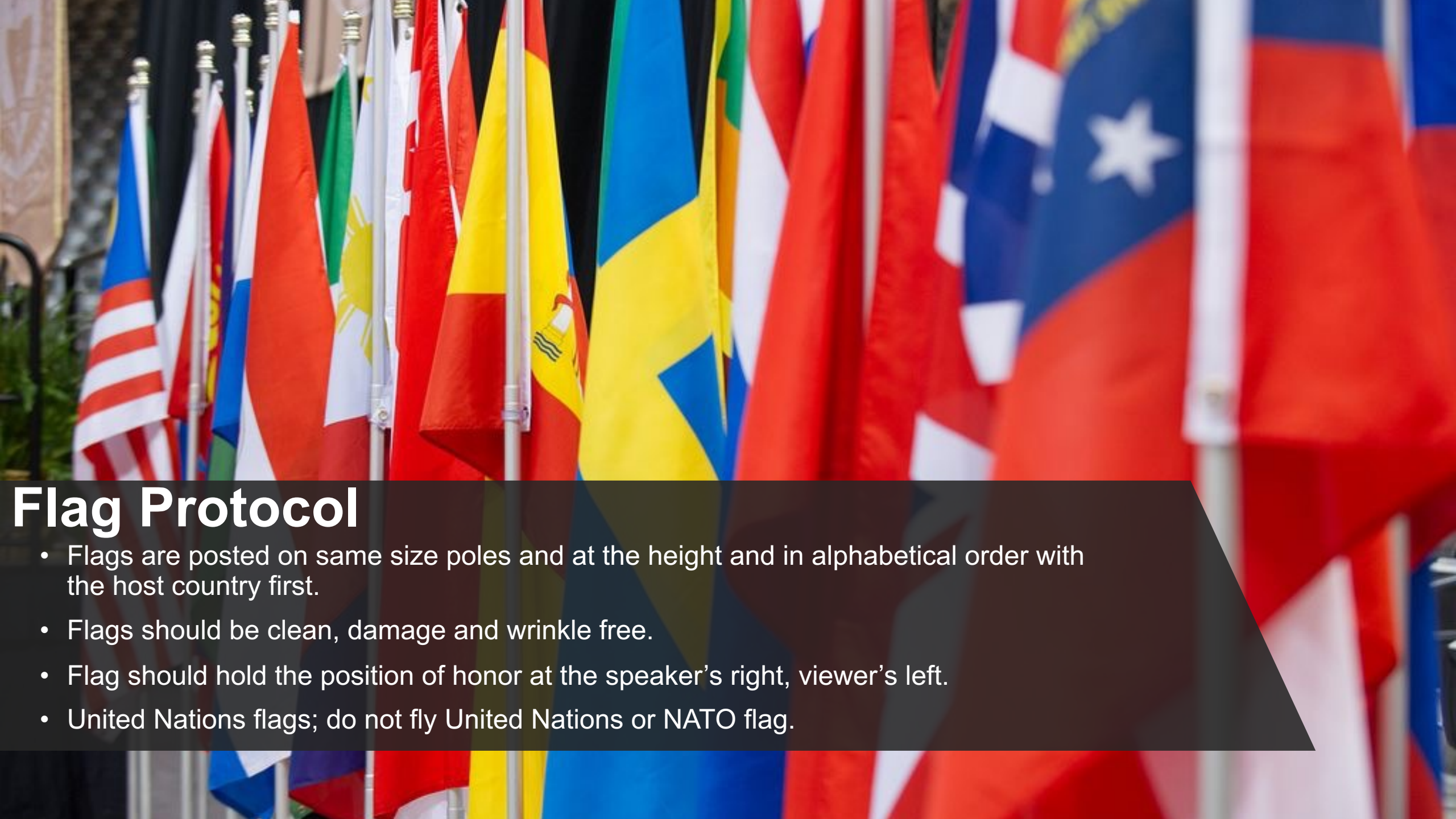
Flags



Flag Protocol

- Flags are posted on same size poles and at the height and in alphabetical order with the host country first.
- Flags should be clean, damage and wrinkle free.
- Flag should hold the position of honor at the speaker’s right, viewer’s left.
- United Nations flags; do not fly United Nations or NATO flag.

Flags represent sovereign people.

Gift Giving

1. What’s the purpose?
2. What message will it send?
3. Who is the recipient?
4. Is it legal or moral?
5. What are gift options?
6. What is the presentation?
7. What’s my follow up?

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Protocol Resources

Honor & Respect: the Office Guide to Names, Titles, and Forms of Address

Robert Hickey

Protocol, the Power of Diplomacy and How to Make it Work for You

Capricia Penavic Marshall

Protocol: The Complete Handbook of Diplomatic, Official & Social Usage

Innis, McCaffree, Sand & Sand

PDI-POA
Protocol & Diplomacy International
Protocol Officers of America
www.protocolinternational.org

Global Road Warrior

www.globalroadwarrior.com

Forms of Address online

www.formsofaddress.info

State of Georgia Protocol Guide

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