



External events – Rules of Etiquette

Dear Colleagues,

As we prepare for our visit, please remember that your conduct represents both you and the DA. Here are some key aspects to keep in mind:

- 1 Professional Attire & Demeanor - Dress formally and present yourself with confidence and respect. First impressions matter.
- 2 Research & Preparation - Inform yourself about the country's policy profile and the bios of the speakers. Also, address them with the appropriate title (e.g. Ambassador, Your excellency, Monsignore)
- 3 Punctuality & Protocol - Arrive on time and follow established diplomatic protocols, including greetings, seating arrangements, and introductions. Keep in mind that we are invited by embassy or international organizations, this is a privilege to be thankful for. No-shows and latecomers are unprofessional and will not be tolerated.
- 4 Respect & Discretion - Be courteous, listen attentively, and avoid controversial or sensitive topics without diligent research. Maintain confidentiality where required.
- 5 Cultural Awareness - Show respect for the host country's customs and traditions. A basic understanding of their diplomatic priorities will be beneficial.
- 6 Engagement & Preparedness - Ask thoughtful questions, demonstrate knowledge of diplomatic affairs, and be an active but respectful participant in discussions. Keep in mind that the participants have limited time on their hands and choose your questions wisely.
- 7 Team spirit - Your colleagues put a lot of effort into organizing these events. Appreciate their efforts and voice potential criticism in a constructive and appropriate manner.
Your visit is an opportunity to learn and build connections. Make the most of it with professionalism and diplomacy. Thank you for your cooperation!