



# The Practical Certificate in **DIPLOMATIC PROTOCOL**

**Thursday, October 24 and Friday, October 25, 2024  
Carleton University**

This unique 2-day skills development program examines the basic rules of Diplomatic protocol and how they support and facilitate international relations as well as guide best practices for engagement in domestic / public affairs. In this workshop participants will learn about various types of visits, meetings and events and how they are to be managed through international diplomatic protocol practices. Receiving visitors / guests, seating-plans for meetings and conferences, flag and official title presentation, and the management of media including press events will all be reviewed during the program.

Practical sessions include planning exercises and presentations for state-level visits and official events. Participants will undertake planning activities throughout the workshop to test their learning in the program.

## **Learning objectives include:**

- learn basic elements of Diplomatic Protocol and how they relate to the work of International and Public diplomacy
- understand the work and role of diplomatic protocol across international visits and events
- learn how to plan aspects of protocol into high-level visits, conferences and meetings
- manage media and communications in support of protocol activities

## **Who should participate?**

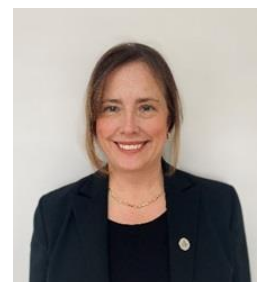
The Practical Certificate in Diplomatic Protocol is designed for professionals who participate in or are responsible for the organization and management of international conferences, meetings and events, as well as those who work in hospitality and news / media professions. It is ideal for anyone who may require knowledge and practice in Diplomatic protocol for official visits.

**Fee:** \$ 600.00 + HST

**Fee for NPSIA-PT&D and NPSIA alumni and members of the Ottawa Diplomatic Association: \$ 575.00 + HST.  
Student fee: \$ 275.00 + HST (must be full or part-time enrolled, and not registered as a special student, at recognized post-secondary institution)**

## **Program Instructor: Andrea Hudson**

Andrea Hudson is a former Deputy Chief of Protocol and Director of Official Visits at Global Affairs Canada (GAC). She was responsible for facilitating diplomacy and building relationships with foreign governments through the development and delivery of successful visit programs in Canada and abroad. For 35 years she played a key role in executing the international engagements of GAC ministers, the Governor General of Canada, and the Prime Minister of Canada as well as the management and delivery of official visits to Canada at the Leader and ministerial level. The over 3,500 visits she contributed to in the Office of Protocol are a testament to her passion and deep knowledge. In 2017, Andrea received the Public Service Award of Excellence.





## Professional Training Registration Form

### Contact Information

Name		
Department, Agency or Company		
Student Number if applicable (required for Student registration)		
Street Address		
City, Prov., Postal Code		
Home Phone & Fax	Tel:	Fax:
Work Phone		
E-Mail (work & personal)	Work:	Personal:

If you are not alumni of NPSIA or a member of the Ottawa Diplomatic Association, would you like to receive email announcements on future training programs? Yes\_\_ / No\_\_.

If yes please circle or highlight your preferred email address above.

### Program

# The Practical Certificate in Diplomatic Protocol

- a 2-day workshop – October 24 and 25, 2024 -  
Carleton University and online

**Featured Instructor:** Andrea Hudson

### Fees

Please check one of the following options:

Student (includes currently enrolled Full or Part time students at a recognized post-secondary institution in Canada or abroad).	\$ 275 + HST = \$ 310.75	<input type="checkbox"/>
Carleton University Staff, Alumni, NPSIA-PT&D Alumni and members of the <b>Ottawa Diplomatic Association</b> and their spouses	\$575 + HST = \$ 649.75	<input type="checkbox"/>
General registration	\$600 + HST = \$ 678.00	<input type="checkbox"/>

### Complete your Registration

Scan and email or post this registration form to NPSIA-PT&D at the coordinates below. You will then be provided with an invoice and will receive instructions for completing your registration by credit card, cheque or wire payment.

Registration - The Office of Professional Training and Development (NPSIA – PT&D)  
Room 2118 Dunton Tower  
Carleton University  
1125 Colonel By Drive, Ottawa, ON K1S 5B5

Email: [npsia-ptd@carleton.ca](mailto:npsia-ptd@carleton.ca)

### Payment and refunds:

**Refund policy:** Registration fees for this workshop are refundable up-to 10 business days before the start of training less 20% + HST for administration. This policy does not apply to Corp. Training Agreements.

**Cancellation policy:** NPSIA-PT&D reserves the right to cancel scheduled training programs up-to 5 business days in advance of the start of training should there be insufficient subscription. Full refunds will be issued upon notification.