

# UCLA PROTOCOL FOR DIGNITARY INTRODUCTIONS

Dignitaries visiting UCLA, regardless of rank, should be greeted curbside as they arrive and accompanied by their host, or appropriate staff member, for the entire duration of their visit. For high-level dignitary visits, there is a formal protocol on who should greet the visitor. High-level dignitaries include:

- Heads-of-state/government
- High-ranking members of royalty
- U.S./foreign first spouses
- Former heads-of-state/government
- Foreign ministers
- Ambassadors
- Sitting United States Cabinet members
- Current and former United Nations Secretaries General
- California Governor and/or first spouse
- U.S. Senators and Representatives
- Los Angeles Mayor

When a high-level dignitary visits UCLA, one or more of the following university administrators should attend the formal greeting:

- Gene Block                      Chancellor
- Scott Waugh                      Executive Vice Chancellor and Provost
- Nicholas Entrikin              Acting Vice Provost, International Institute (for international dignitaries)
- Roberto Peccei                  Vice Chancellor, Research
- Rhea Turteltaub                Vice Chancellor, External Affairs
- Dean of hosting/sponsoring Division/School
- Academic Director/Chair of Center/Department

For any meet and greet involving a high-level member of the legislature, check with Kim Savage in Federal Relations and Ramona Cortes Garza in State Relations to determine if the appropriate UCLA administrator is doing the meet and greet.

If there is a formal “meet and greet” with additional guests, that may take place in a “green room” or office, as appropriate. The host or staff member should bring the dignitary to the additional guests and conduct additional introductions at that time.

## Format for Introduction and Samples

Introductions are based on precedence, not gender. The lower-ranking person is introduced to the higher-ranking person. Persons in official office or visitors to campus are given the higher ranking, as a sign of courtesy and respect. In general, first names are not used in formal introductions.

Appropriate wording variations:

“*Higher-ranking Person*,              may I present                      *Lower-ranking Person?*”  
   may I introduce  
   may I introduce to you

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Do not say:

“*Higher-ranking Person*, may I introduce you to *Lower-ranking Person*?”

Reciprocate introductions by telling the lower-ranking person, who the higher-ranking person is.

Samples:

“Mr. Ambassador, may I present Chancellor Block of UCLA? Chancellor Block, this is Ambassador Smith of Sweden.”

“Senator Smith, may I present to you Dean Chris Waterman of the UCLA School of the Arts and Architecture? Dr. Waterman, this is Senator Smith from California.”

\* “Chancellor Birgeneau, I’d like to introduce to you Chancellor Block. Chancellor Block, this is Chancellor Birgeneau from UC Berkeley.”

\* In this example, even though he is of equal rank to Chancellor Block, as a courtesy Chancellor Birgeneau would be extended the higher ranking as a visitor to UCLA.

## **Additional Notes for Introductions**

- Check the protocol on the person’s name and title and be prepared to use titles correctly. International protocol for names and titles may differ.
- Always stand for introductions.
- Respond to an introduction by repeating the person’s name.
- If you use an honorific with one person’s name, use an honorific for everyone.
- Don’t give yourself an honorific.

## **Gifts**

If there is to be an exchange of gifts, at UCLA we generally present them at the beginning of the meet and greet or during the course of the program. Check the gift-giving practices of the visiting country or government office. For example, in some cultures, it is not appropriate to present gifts in a business setting. Also, some government officials have limits on the dollar amount of the gifts they may receive.

## **Reference:**

Harris, April, *Etiquette and Protocol: A Guide for Campus Events*, CASE Books, Washington D.C., 1999

Holberg, Andrea, *Forms of Address: A Guide for Business & Social Use*, Rice University Press, Houston, 1994.

McCaffree, Mary Jane, *Protocol: the Complete Handbook of Diplomatic, Official and Social Usage*, Devon Publishing Company, Inc., Washington, D.C., 1989.

Note: According to these two widely used protocol books, when introducing two individuals follow the protocol “Conversation” as opposed to “Introductions”. If you are introducing the person to an audience, you should use “Introductions.”