



## 15. GUIDELINES for the PROTOCOL AT THE PRESIDENTIAL DRINK and GALA DINNER during the ACI Conference

### PRESIDENTIAL DRINK (1 hour before the start of the Gala)

#### Invitations

- Invite all the councilors present at the ACI Conference
- Invite all the past ACI officers present at the Conference to attend the presidential drink prior to Gala Dinner.
- Invite presidents of the international brother and sister organisations LCI, RTI, TCI and 41 international
- Invite guests from other clubs: RT, LC, 41Club, TC and other representatives of local, national or international clubs
- This invitation should note that there will be a banner exchange during the presidential drink

#### At the Presidential drink

- Start with a word of welcome
- Banner exchange: ask the councilors and other club's representatives present to come forward for the banner exchange. This is the time where the councilors and other representatives hand a banner + small gift to the outgoing president
- The president (and her board members) should informal walk around saying hello and thanking everyone

#### Protocol lady / Master of ceremony

- The President can set in a protocol lady or master of ceremony to lead through the program.

### GALA DINNER

The International Board at the Presidential table/s  
Outgoing President has the stand:

## **Word of welcome**

### **Thank you to the conference committee**

- Short word of thank you
- Ask the conference committee to the front and hand them a small gift
- Group picture

### **Thank you to the National Presidents**

- Short word of thank you
- The ACI President will ask all her national presidents or their representatives, to come forward to receive a gift from her.
- Group picture

### **Handover of the chains of office**

- outgoing president
  - thanks first IPP+ (gives a personal gift) IPP hands over her chain of office.
  - thanks Treasurer+ (gives a personal gift) Treasurer hands over her chain of office
  - thanks Secretary+ (gives a personal gift) Secretary hands over her chain of office
  - thanks Vice President incoming President + (gives a personal gift) Vice President hands over her chain of office
  - OUTGOING PRESIDENT takes off her chain of office and installs incoming President with chain of International President
  - Wishes the New President and her Board all the very best.
- new president: Hands over the chains of office to:
  - IPP
  - Vice President
  - Secretary
  - Treasurer

Allow time for the new president's country to come forward.

### **New president's speech.**

At the end of this speech the new president should inform all that the hosting club and/or the members of the new president's club will sell tombola tickets during the Gala dinner.

The draw will be before desert. The results of this tombola will have to be announced by the president during the draw.