



Fédération internationale des associations vexillologiques

**Secretariat-General for Congresses**

14 Bell View Manor ■ Ruislip ■ Middlesex HA4 7LF ■ United Kingdom

Telephone: +44 1895 673310 ■ Mobile: +44 7941 295248

Facsimile: +44 20 7691 7494 ■ Email: sec.cong@fiav.org

**FIAV Orders of Ceremony for the International Congresses of Vexillology**

June 2009

**Opening Ceremony**

1. Attendees gather.
2. "Attention".
3. National and/or city/regional anthem(s) played and host flags paraded in, or raised if flagpoles available.
4. "At Ease".
5. Welcome speech by Congress organizer representative, ending by inviting FIAV President to speak - ≈ 5 minutes long.
6. Welcome speech by FIAV President ending with "I now declare the nth International Congress of Vexillology open." - ≈ 5 minutes long.
7. "Attention".
8. FIAV march "*Marcia Vexillum*" (first 1 min 40secs only) played and FIAV and Congress flags paraded in, or raised simultaneously if flagpoles available - if only one flagpole is available the Congress flag is flown from it.
9. "At Ease".
10. End of ceremony.

**Civic Reception** - if provided

The FIAV Secretary-General for Congresses is the representative of the Congress at the reception. Details of any protocol requirements from the civic authority should be passed on to the FIAV Secretary-General for Congresses in advance of the event.

The civic leader gives an optional speech and the FIAV Secretary-General for Congresses gives a speech of thanks - ≈ 3 minutes long.

**Flag Lowering Ceremony** - only needed if flags are flying on flagpoles

1. Attendees gather.
2. "Attention".
3. FIAV march "*Marcia Vexillum*" (first 1 min 40secs only) played and FIAV and Congress flags lowered simultaneously.
4. National and/or city/regional anthem(s) played (optional) and host flags lowered in reverse order of seniority, ending with the national flag being lowered.
5. "At Ease".
6. End of ceremony.

## Closing Banquet

Normally the FIAV Secretary-General for Congresses acts as Master of Ceremonies at the Banquet but can delegate this rôle.

1. Welcome drinks.
2. Master of Ceremonies asks guests and attendees to be seated.
3. First course served. Elements 4 to 6 take place whilst guests are eating their first course and before the main course is served.
4. Speech by Congress organizer representative, including presentation of organizers' awards -  $\approx$  5 minutes long. If necessary, this speech should include the acknowledgement and welcome of any VIP guests at the Banquet, such as a civic official.
5. Speech by FIAV Secretary-General for Congresses -  $\approx$  3 minutes long.
6. Presentations of FIAV awards by FIAV Board led by Secretary-General -  $\approx$  10 minutes long.

There are four types of award to be handed out at the closing banquet:

**Best Paper Award**, presented by the FIAV Secretary-General for Congresses;

**The Vexillon**, presented by the FIAV President;

**Fellowships of FIAV** (usually more than one), presented by the FIAV Secretary-General;

**Laureates of FIAV** (usually one or less), presented by the FIAV President.

Recipients receive their awards at their tables, and only those receiving a Laureate give an acceptance speech. For convenience the formal presentation photographs are all taken at the end of the banquet.

When all the Fellowships have been presented, all the FIAV Fellows present are asked to stand for recognition by the FIAV Secretary-General.

When any Laureates have been presented, all the FIAV Laureates present are asked to stand for recognition by the FIAV President, or FIAV Secretary-General if no laureates have been presented.

7. Main course served. Elements 8 to 11 take place after the main course has been cleared away.
8. FIAV President reads out the roll of those vexillological friends who have died since the last Congress and proposes a toast to them.
9. Speech by FIAV President, ending with "I now ask the representative of the organizers of the next Congress in xxx to accept the FIAV flag" -  $\approx$  5 minutes long.
10. Transfer of FIAV flag from Congress organizer representative to FIAV President and from the FIAV President to the next Congress organizer representative - optional musical accompaniment to this would be the FIAV march "*Marcia Vexillum*" (from 1 min 40secs to the end - the final 1 min 14secs). The music can be faded out if the handover is completed more quickly. The banquet should remain seated during the handover.
11. FIAV President says "I now declare the nth International Congress of Vexillology closed." and bangs the gavel.
12. Dessert course served, followed by coffee.
13. End of banquet.

Speeches should be kept short to allow people to socialize with their friends - suggested times are given above. There should be no guest speaker at the Closing Banquet.

Where specific phrases are given in English, the same phrase in any of the official languages of FIAV can be used instead.