



Figure 13. Dress codes examples

Art by Maral Akhatay.

Appendix 9: Dress codes

Both working meals and diplomatic parties usually require certain dress code. The required dress code is usually provided on invitation or poster regarding certain event. The details of the most common dress codes are provided in the table 12.

Table 12. Dress codes

Dress code	Example use of this dress code	What a man should wear	What a woman should wear
White Tie	State Dinner	A tuxedo, a long black jacket with tails, a white pique vest, and a bow tie. Black, formal shoes and white gloves for dancing are appropriate.	A formal, full-length ball gown in a neutral color like dark brown or black. Glamorous makeup and dramatic jewelry and hair are appropriate.
Black Tie	Evening party	A tuxedo. Featuring a black bow tie, cummerbund/vest/studs, and patent leather shoes are also suggested, but matte black shoes are also acceptable footwear.	A chic cocktail dress or a long evening gown in a dark, neutral color like brown, black, or charcoal. The bride, wedding party, or friends can help answer questions about the appropriate dress length.
Formal / Black Tie Optional	Evening cocktail party in the embassy hosted in honor of a national holiday	Tuxedo is encouraged but isn't required. It can be replaced with a black suit with white shirt and black bow tie or tie. Black patent leather shoes or matte black shoes are acceptable footwear.	A long dress, a dressy suit, or a formal cocktail-length dress in a dark, neutral tone like brown, gray, or black.
Black Tie Creative	Event in a national gallery	Creative black tie outfits include the use of different textures, prints, patterns, colors, or accessories to create guest own elegant yet less strict look. Colors should not be overly-whimsical or mismatch, but you can explore outside the box with deep burgundy reds, plums, greys, and navy blues.	Instead of a formal dress or evening gown, women can mix it up by wearing a long dress with patterns and sparkly sequins. The flexibility of creative black tie also allows for a shorter cocktail dress with a blazer and bold accessories.
Semi-Formal	Garden party	A suit and tie, dark or light depending on the season and time of day.	A cocktail dress or a dressy skirt and top.

Source: <https://thetuxedogallery.com/meaning-of-different-attire/> [accessed : 15.01.2023].



Figure 11. G7 Summit 2022 Working Dinner

Source: <https://www.consilium.europa.eu/en/meetings/international-summit/2022/06/26-28/> [accessed: 05.01.2023].



Figure 12. Exchange on Ukraine

Source: <https://www.consilium.europa.eu/en/meetings/international-summit/2022/06/26-28/> [accessed: 05.01.2023].



Figure 9. Working dinner of the North Atlantic Council held at the level of Heads of State and Government.

Source: https://www.nato.int/cps/en/natohq/photos_156720.htm [accessed: 05.01.2023]. NATO, Fair use¹⁸.



Figure 10. US President Donald Trump and NATO Secretary General Jens Stoltenberg during working dinner NATO. Fair use.

Source: https://www.nato.int/cps/en/natohq/photos_156720.htm [accessed: 05.01.2023].

¹⁸ Photos, videos and articles are released under the legally recognized terms of “Fair Use” to members of the press, academia, non-profits and the general public. <https://www.nato.int/cps/en/natohq/68162.htm> [accessed: 05.01.2023]



Figure 7. US President Barack Obama at State Dinner: seated black tie party.

Source: <https://www.obamalibrary.gov/timeline/first-state-dinner> [accessed: 05.01.2023]. Courtesy Barack Obama Presidential Library¹⁷.



Figure 8. Table arrangement at State Dinner

Source: <https://www.flickr.com/photos/whitehouse/4134980764/> [accessed: 05.01.2023]. Pete Souza, Public domain.

¹⁷ These photo and video galleries are a peek into the Barack Obama Presidential Library holdings. These materials are in the public domain and do not require permission and/or licensing for use. Please credit: Courtesy Barack Obama Presidential Library. <https://www.obamalibrary.gov/photos-videos> [accessed: 05.01.2023].

invited, without their spouses, and discussion is strictly limited to business. They are often shorter than parties and less emphasized on the menu. The rule of alternation does not apply to working meals: men and women are sitting according to the rule of precedence and their function.

Table 11. Dinner party vs working dinner organization

Highlighted similarities and differences	Seated dinner party	Working dinner
Is it considered a party?	Yes	No
Does the right side rule apply?	Yes	Yes
Does the precedence rule apply?	Yes	Yes
Does the alternation rule apply?	Yes	No
Time	Ca. 2,5 hours	Ca 1,5-2 hours

Elaboration based on: M. Orłowski, *Protokół... op. cit.*, pp. 377-378, 380-381, 394; J. Sutor, *Etykieta dyplomatyczna z elementami protokołu i ceremoniałów*, Wolters Kluwer, Warszawa 2016, pp. 200-209; I. Jazairy, *Etiquette and decorum in the context of multilateral diplomacy for use at the United Nations Office at Geneva*, [in:] *Practices Of Diplomatic Protocol in Geneva*, ed. A. Hecht, J-M. Boulgaris, I. Jazairy, United Nations Institute for Training and Research (UNITAR), Geneva 2015, pp. 70-72; R. Rivett, *Diplomatic protocol. Etiquette, Statecraft & Trust*; Whittles publishing, Dunbeath, 2018.

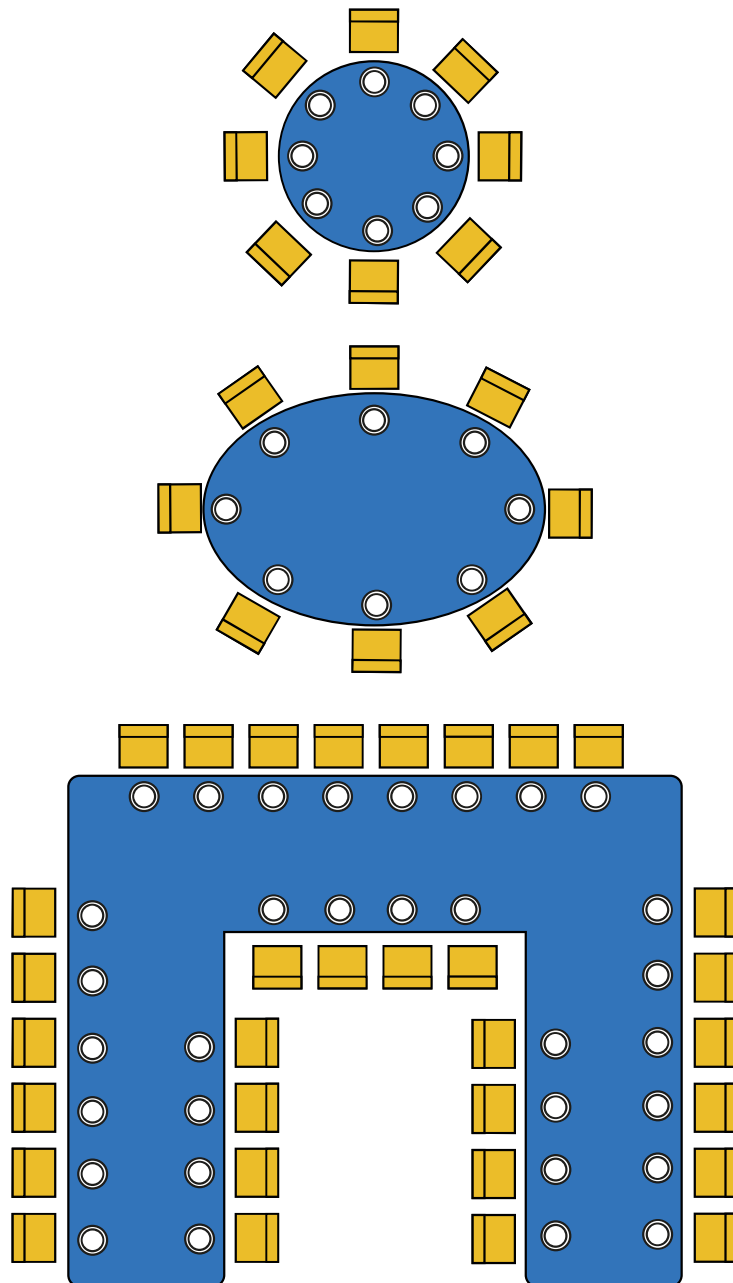
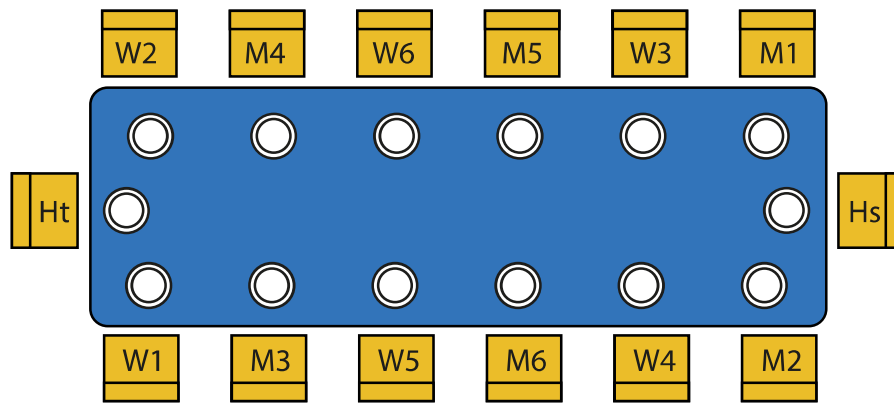


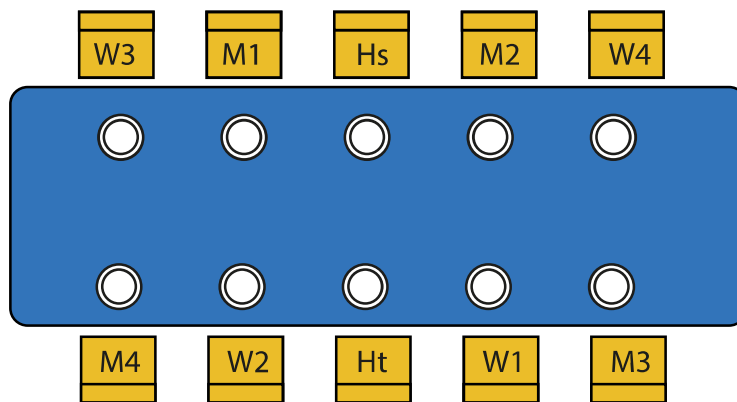
Figure 6. Various tables used during parties and working meals: round, oval and horseshoe-shaped

Elaborated on the basis of: Ibid.



English seating arrangement

Ht - Host W - Women
 Hs - Hostess M - Men



French seating arrangement

Ht - Host W - Women
 Hs - Hostess M - Men

Figure 5. Common seating arrangements: English and French

Elaborated on the basis of: M. Orłowski, *Protokół dyplomatyczny: między tradycją a nowoczesnością*, PISM The Polish Institute of International Affairs, Warszawa 2015, pp. 391-401; J. Modrzyńska, *Protokół dyplomatyczny, etykieta i zasady savoir-vivre'u*, Wolters Kluwer, Warszawa 2021, pp. 183-185.

The shape should be chosen according to:

1. Function of the party,
2. How important and official the party is to be,
3. What are the resources available,
4. Available space. Both how large are the halls available and what is their shape: certain halls are e.g. unfit for horseshoe table and can only fit rectangular or oval table.

Fig. 5 and 6: example of multiple tables arranged for official party. **Fig. 7 and 8:** Example of working dinner at oval table. **Fig. 9 and 10:** G7 meeting emphasize equality and good-natured relations between world's largest IMF advanced economies and liberal democracies. Round table and "jackets off" (as stated by British Prime Minister) help with delivering this message.

There are three main functions of parties:

1. Business (French: d'affaires),
2. Formal (French: officielle),
3. Social (French: conviviale).

Official parties are usually held in the evenings as they require formal dress code and can take longer than those organized during the day.

Other important type of meetings in diplomacy are **working meals**. They are **not considered parties** and come in two main forms: working lunches (French: *déjeuner de travail*) or working dinners (French: *dîner de travail*). They are popular, especially during unofficial or working visits as well as summits and conferences, and are a staple for multilateral diplomacy in European Union, North Atlantic Treaty Organization or intergovernmental political forums such as G7 (Group of Seven) or G20 (Group of Twenty). They are not considered parties: only members of the delegation present at talks are

The rules of precedence must be strictly adhered to, yet common interests or animosities should be also taken into account. Only relations between states represented by guests at the party may come before the rules of precedence: e.g. it would be seen as untactful to sit ambassadors of two states being in open conflict next to each other.

In case of the sitting parties, after the aperitif is over the seating chart (also known as YASA¹⁶ board or *tableau*) should be available. During official parties guest are also being introduced by chief of protocol or appointed official before entering the hall. Introduced guests are being welcomed by the hosts by handshake or kiss, without making a conversation. After entering the hall and finding a designated seat guest are greeting each other. During smaller parties they can go round the table and great everyone, while during bigger parties they only great their neighbors.

Hostess gives a sign for all guests to seat. It is customary that men wait until all women are seated, each helping his neighbor from the right by lightly pushing her chair forward. Then man can seat themselves.

Shape of the table is important as it creates a certain atmosphere thus influencing relations. Rectangular tables are one of the most popular shapes as they are fitting into most halls and they are standard for seating arrangement. Horseshoe-shaped tables (U-shaped tables, French: *table en fer à cheval*) are deemed to be one of the most elegant and are often found at Royal Parties or larger working meals in international organizations (e.g. NATO SHAPE). Round (circular, French: *table ronde*) and oval tables (French: *table ovale*) are popular for their lack of corners, enhancing the experience of equality of persons sitting at the table, thus they are very popular for working meals. Multiple tables can be arranged for certain parties, e.g. during state dinners in United States (fig. 5 and 6).

¹⁶ YASA – You Are Seated As.

Appendix 8: Diplomatic parties and working meals

Parties (receptions, French: *réception*) are most important social events (French: *événement convivial*) allowing for contacting new people and having interesting conversations. Availability of good food enhances the overall experience, which helps in treating partners more kindly. Parties are often organized in a sophisticated and formal way which requires the knowledge of dress code, etiquette in inviting guests, sitting them at the table, choosing menu and wines.

Parties came in three main forms:

1. Standing party (*vin d'honneur*, cocktail – which can be also organized as garden parties),
2. Buffet – guest can eat chosen meals standing or at the tables where courses are brought by waiters although there are no set places for guest which allows them to choose table together with persons they want to talk with (free sitting or *placement libre*),
3. Sitting parties (starting with standing *aperitif* before guest are invited to the table and ending with *digestif* where coffee or a glass of stronger alcohol is served).

Sitting parties are particularly challenging to organize, as seating arrangement (French: *placement à table*) is one of the most important tasks of diplomatic protocol. There are three main rules that should be followed during seating arrangement:

1. Right side rule – place on the right is considered to be the most honorable,
2. Precedence rule – guests are taking seats from most to least important. Guest of honor seats closest to the hostess, at her right side or *vis-à-vis* to the host,
3. Alternation rule. Men should sit next to women, although married couples should never sit next to each other but at the opposing sides of the table. Hosts should remember to have an even number of male and female guests.