

27, 1972
2:00 p.m

PROTOCOL QUESTIONS

1. What is the proper greeting? (Hand shake, bow, etc.)
2. What is the proper attire?
 - a. For arrival ceremonies?
 - b. For dinners?
 - c. For meetings?
3. Who should be in the Official Party?
 - a. What will be the order of precedence?
 - b. Does the host have any exclusions to the Official Party (like Press Secretary)?
4. Who will comprise the unofficial party?
- X5. Will gifts be exchanged?
 - a. Between what parties?
 - b. What would be appropriate gifts?
 - c. Where and how would they be exchanged?
6. Of what local customs should we be aware?
7. What are the:
 - a. Visa requirements?
 - b. Vaccination requirements?

PREADVANCE QUESTIONS

1. Will counterparts be able to discuss their respective roles?
2. Will discussions be held at a national level or will the advance team deal with different people in each city?
3. Can the sites be visited for a personal inspection by the advance team?
 - a. Can photographs be taken or provided?
 - b. Can diagrams be drawn or would they provide them?
4. Will arrangements be made for the advance team?
 - a. Ground and air transportation?
 - b. Billet and personal services?
 - c. Communications between advance team members?
5. How will the advance team move about?
6. Can members of Party purchase items?
 - a. Any items that the U.S. party should not purchase?
 - b. Any items that can not be taken out of the country?
(Unprocessed film)
7. Are there any items which should not be brought into the country?

CEREMONY QUESTIONS

1. Will an arrival ceremony be held?
 - a. Where will it take place?
 - (1) Airport
 - (2) Residence, etc.
 - b. If the arrival ceremony is not at the airport, will any official function occur there?
2. Who will greet the President?
 - a. Where will he be met?
 - (1) On board the plane
 - (2) At the foot of the plane ramp
 - (3) At door of palace, etc.
 - b. Is an introduction proper?
 - (1) Who would make the introduction?
 - (2) Is intrepretation necessary?
3. Will the President's official and unofficial parties and support personnel be escorted?
 - a. Who will provide the escorts?
 - b. How will the escorts be identified?
4. What participation is required of the President and official parties?
 - a. What does the President do during the Chinese National Anthem (hand over heart, etc.)?
 - b. Do the official parties greet each other?
 - c. What movements would be required of interpreters and aides?

5. Does sheet music for our National Anthem need to be provided?
6. Do they desire that we provide:
 - a. Presidential and U.S.A. Flags?
 - b. Presidential Seals?

OFFICIAL MEETING QUESTIONS

1. Where will they be held?
2. Who would attend?
 - a. Will they be head to head?
 - b. Will counterparts meet separately?
 - c. Will they be group meetings?
3. Will interpreters and/or simultaneous translation equipment be provided?
4. How will the physical arrangement of the meeting room(s) be set up?

OFFICIAL DINNER QUESTIONS

1. Where will official dinners be held?
2. Should we host a dinner?
 - a. Where would it be held?
 - b. Would we provide the food and necessary equipment?
 - c. Would they provide the food and equipment and we would pay the bill?
 - d. How many guests? Who would be invited?
3. Are toasts and responses appropriate?
 - a. Should they be interpreted?
 - b. Will they be simultaneous or delayed translations?
4. How will the seating be arranged?
5. Would a receiving line be held?
 - a. Who would be included? How many?
 - b. What would be the order of the receiving line?
6. What, if any, entertainment would be provided?

HOUSING QUESTIONS

1. Where will the President reside?
2. Who will be allowed to reside in close proximity to the President?
3. Where will the official and unofficial parties and support personnel reside?
4. Who will make the room assignments?
5. Will the host provide the logistical support?
 - a. Food and water?
 - b. Room service?
 - c. Power converters?
 - d. Baggage handling?
 - e. Door signs in English/Chinese?
 - f. Elevator control?

OFFICE QUESTIONS

1. What will the host provide for office support?
 - a. Supplies
 - b. Secretaries
 - c. Equipment - typewriters with English key boards, copy machines, files, safes, tables, chairs.
How many?
2. Where would the office be located?
3. Will the host provide personal services?
 - a. Currency exchange?
 - b. Guide information?
 - c. Postal services?
 - d. Restaurant information?

TRANSPORTATION QUESTIONS

1. How will the U.S. party be moved?
 - a. Will one motorcade be used for the official party, staff and support personnel?
 - (1) How will these people be assigned to the vehicles?
 - (2) Is the motorcade or any part prohibited from any area?
 - b. Who will provide the vehicles?
 - (1) What types of vehicles will they provide?
 - (2) Can our Presidential limousine be used?
 - (3) If they provide the car, will the President's car be an open car?
 - (4) How will the President's car be identified?
 - (a) emblems?
 - (b) flags?
 - (5) Will the other vehicles have signs identifying the occupants? In Chinese and English?
 - c. Will a motorpool be provided?
 - (1) For the official party?
 - (2) For the staff?
 - (3) For support personnel?
 - (4) How many cars will they provide?
 - (5) Will drivers, guides and/or interpreters be provided?