

# Equatorial Guinea Delegation



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Hotel			

	Date	Time	Event	LO Actions	Location
			Arrival at YYC	Greeting	YYC Airport
	Sunday, September 17th	16:00	Arrival at Mayors Reception	Facilitate Arrival	MacLeod Hall – Telus Convention Centre
	Sunday, September 17th	18:00	Arrival at Opening Ceremonies	Facilitate Arrival	Telus Convention Centre
	Monday, September 18th	17:30	Arrival at Ministerial Reception		Fairmont Palliser
	Monday, September 18th	17:45	White Hat Ceremony Minister Group Photo		Fairmont Palliser – Oval Room
	Monday, September 18th	18:00	Ministerial Reception Program Starts	Facilitate Arrival	Fairmont Palliser – Crystal Ballroom
	Tuesday, September 19th	17:15	Canada Night Event - Ticketed		Nutrien Western Event Centre
	Tuesday, September 19th	20:00	Arrive at Cirque de Soleil Event		
	Thursday, September 21st	14:45	Closing Ceremonies		Big 4 Main Hall A&B
			Departure from YYC		YYC Airport

Legend	
Common Event	
Country Specific Event	

## **Protocol Tips: Equatorial Guinea**

As the liaison officer hosting the official delegation from Equatorial Guinea, you will require cultural sensitivity and respect. Here are some key considerations to keep in mind:

*Research and Preparation:* You will find the biography of the leader of your delegation in this Handbook. Please feel free to research the delegation's background, including the individuals' positions and roles. Understanding their specific interests and objectives will help you tailor your interactions effectively.

*Formal Greetings and Respect:* Address delegation members using appropriate titles and honorifics, such as "Senor" (Mr.) or "Senora" (Mrs./Ms.). Handshakes are common in Equatorial Guinean culture but wait for delegation members to initiate. Be mindful of physical contact between genders; follow their lead. Begin meetings with a warm welcome and expressions of gratitude for their visit.

*Communication Styles:* Practice active listening and engage in open and patient communication. Maintain good eye contact during conversations to convey respect and engagement. Use a friendly and open body language to create a welcoming atmosphere.

*Business Etiquette:* Small talk is important for rapport. Be patient in conversations and avoid pressuring for quick decisions.

*Time Perception:* Meetings may start later than scheduled, but arriving on time is still essential to show respect. Be patient and flexible if schedules shift.

*Dining and Hospitality:* Given that meals such as the opening ceremonies are part of the program, inquire about any dietary restrictions or preferences within the delegation. While dietary inquiries were made as part of the delegate registration process the information provided may be incomplete. Be prepared to guide delegation to meal options wherever possible. Please note that in most cases these will be the vegetarian option.

*Gender Sensitivity:* Pay attention to gender roles and interactions. Be respectful of cultural norms regarding gender relations.

*Privacy Concerns:* Always ask for permission before taking photographs, especially of delegation members, as privacy is important to Equatorial Guineans.

*Cultural Taboos:* Avoid pointing at people or objects with your index finger, as it can be considered impolite. Be cautious when discussing sensitive topics such as politics, ethnicity, and religion.

## **Spanish Language Tips**

The official languages of Equatorial Guinea are Spanish and French although Spanish is more widely spoken. Here are some common Spanish phrases that a Liaison Officer might find useful when interacting with Equatorial Guineans:

Hello - "Hola"

Welcome - "Bienvenido" (masculine) or "Bienvenida" (feminine)

Please - "Por favor"

Thank you - "Gracias"

Yes - "Sí"

No - "No"

Goodbye - "Adiós" or "Hasta luego" (See you later)