

# **THE TAKIS & LOUKI NEMITSAS FOUNDATION**

## **PROTOCOL FOR THE AWARD CEREMONY**

### **1. THE CEREMONY**

#### **1.1. Time**

The Award Ceremony takes place on a date immediately following October 1<sup>st</sup>, the anniversary of the establishment of the Republic of Cyprus, but normally before October 10.

#### **1.2. Place and Duration**

The Award Ceremony takes place in the Presidential Palace and the award is presented by the President of the Republic of Cyprus. The Ceremony lasts for about one hour, from 7:00 to 8:00 p.m.; it is followed by a one-and-a-half hours reception in the gardens of the Presidential Palace.

#### **1.3. Structure**

The Award Ceremony consists of an introductory address by the President of the Foundation, an accounting speech by the Chair of the Prize Selection Committee or in his absence by the Chairman of the Academic Council or the Coordinator of the Foundation, which introduces the Laureate and a speech by the President of the Republic of Cyprus.

The President of the Republic, immediately after his speech assisted by the President of the Foundation present the Laureate(s) with the Certificate of the Foundation the Gold Metal and the Momentary Award.

Upon the award presentation, the Laureate delivers a speech of about 15 minutes, where he addresses his work, discoveries or career achievements; the speech may encompass photo or video projections.

All material (including addresses and speeches) used in the Ceremony must be original and publicly exposed for the first time at the Ceremony.

#### **1.4. Dress Code**

Men: Dark suit – Ladies: Cocktail dress

#### **1.5. Audience**

All invitations to audience guests are taken care of by the Foundation Secretariat.

Guests are kindly requested for RSVP.

- They are required to present their invitation cards at the entrance of the Presidential Palace for security reasons;
- They should be arriving on time so as to be seated by 6:45 p.m. at the latest. Seating must comply to the Protocol of the Republic of Cyprus.

The Laureate may provide a list of names of relatives and friends (together with addresses and the telephone numbers) whom he/she would like to see invited.

## **1.6. News Coverage**

The Award Ceremony is covered in the local media, foreign media are of course very welcome.

The Foundation Secretariat is the **single** contact point to all such media and coordinates the coverage.

Coverage in other overseas media is acceptable by the Foundation upon wish by the Laureate. Use of material from the Award Ceremony or the Foundation's website is encouraged for such coverage. Such coverage must, however, be taken care of by the Laureate and cannot be undertaken by the Foundation. As an exception, offering interviews to overseas media may be undertaken by the Foundation when requested.

## **1.7. Recording**

The Award Ceremony is video recorded; all recordings are made available on the Foundation's website.

## **2. HOSTING THE LAUREATE**

Both the Laureate and his/her accompanying spouse are the **Guests** of the Foundation.

### **2.1. Hosting Period**

The hosting period is a two-days period ending with the day following the Award Ceremony.

### **2.2. Flight Costs**

The Foundation covers the Laureate's flight costs (economy class) from and to Cyprus.

### **2.3. Hotel**

The Foundation covers BB room for the *Guests* at Hilton Hotel, Nicosia, and all their meals according to the Award Ceremony schedule.

### **2.4. Transfer**

The Foundation covers transport facilities to the Laureate and his/her accompanying spouse (if coming) and to the Prize Committee members, (i) from the Airport to Hilton Hotel and back, and (ii) from Hilton Hotel to the Presidential Palace and back.

Updated: 15<sup>th</sup> December 2015