



**Australian Institute of International Affairs  
Program/Running Sheet**

Australian Institute of International Affairs Conference Centre,  
Stephen House, 32 Thesiger Court, Deakin, Canberra

**Roundtable and Light Lunch for the President of the Republic of Mozambique**

Thursday 15 March 2013  
12:00 to 2:00 PM

#	Time	Event	Notes
1.	1145	Invited guests arrive at Stephen House	Met in conference room by AIIA National Deputy Director John Robbins (JR).
2.	1200	President and party arrive at Stephen House	Met by AIIA National President John McCarthy AO FAIIA (JMC), National Executive Director Melissa Conley Tyler (MCT) and ACT Branch Representative. Opportunity for media filming and photography.
3.	1205	President and ministers conducted to AIIA Library.	
4.		Remainder of Presidential party conducted to conference room.	JR provides guests and remainder of presidential party with an overview of the event and protocol for buffet lunch.
5.	1210 - 1235	Formal welcome	Formal welcome on behalf of the AIIA by JMC.
6.		Prepared remarks by President	
7.	1235 - 1300	Round table discussion	JMC opens the roundtable and invites guests to participate in open discussion.
8.	1300	Closing remarks	JMC ends roundtable discussion and invites guests to continue discussions informally over the provided buffet lunch.
9.	1305	President and party leave [conference/workshop] room.	JMC, MCT and AIIA ACT branch representative accompany Presidential party to buffet lunch.
10.	1305-1330	Lunch	
11.	1330 - 1335	Farewells	JMC presents the President with a gift from AIIA, and invites remaining guests

			to continue their discussions. JMC, MCT and ACT branch representative accompany Presidential party outside.
12.	1335	Departure of the President and party	
13.	1335-1400	Lunch continues for invited guests	
14.	1400	Remaining guests depart	