



## ETIQUETTE IN THE PRESENCE OF THE ARCHDUCAL FAMILY OF DUCKIONARY

### In writing

Letters addressed to the Archduke of Duckionary are marked on the envelope: "HRH Archduke Arthur I of Duckionary". Inside the letter, the same note can be repeated in the top right-hand corner. In the text of the letter, the opening formula reads "Your Royal Highness".

In letters, as well as in verbal salutations, it is desirable to avoid the formula "You" and to use the form "Your Royal Highness".

### In meetings

Upon arrival (in a building or in an outdoor space) and upon departure of the members of the Archducal Family, it is customary for the present persons to salute as follows: Men with a brief nod of the head (without bowing the body), and women with a curtsy.

It is not advisable to extend the hand on one's own initiative, but only if one of the members of the Archducal Family offers it.

It is not appropriate to sit when any member of the Archducal Family is standing. Also, upon the entrance of one of the members of the Archducal Family into a room, the guests are requested to stand. The rule also applies to members of the

Archducal Family. They stand when another member of the Family, in a superior position in title or age, enters the room.

In the case of an ordinary, private conversation, it is desirable for HRH Archduke Arthur I of Duckionary to initiate the discussion, not the guests. Also, it is desirable for the guests not to interrupt members of the Archducal Family when they are engaged in conversation.

Smoking in the presence of members of the Archducal Family is considered impolite. In the presence of members of the Archducal Family, under no circumstances (public, official, or private) is it desirable to use a mobile phone.

In the case of a dinner, all present wait for HRH Archduke Arthur I of Duckionary to sit first. It is not advisable for guests to rise during the meal. In the presence of the Archduke at the table, no one (not even members of the Archducal Family) can start a new course of meal before His Royal Highness.

It is inappropriate to ask a member of the Archducal Family to convey a verbal or written message or to transport a commission, a gift, flowers, etc., even when the intended recipient is His Royal Highness. This can be done through the Archducal Secretariat, through the House Protocol, by phone, or by mail. Also, it is inappropriate to ask or offer business cards to members of the Archducal Family. All contacts of the Archducal Household are available online or can be provided by Household employees.

If one or more members of the Archducal Family participate as guests at a public event involving seating arrangements or at tables (dinner, lunch, gala show, conferences, meetings), consultation with the Archducal Secretariat beforehand is necessary.

### Appropriate attire for visits to the Archducal Family

If it is a private or professional meeting or an audience, men should wear a dark grey suit during the day and a dark blue suit and tie in the evening. Women are advised to dress appropriately for the time of day and the place they are visiting (suit or day dress during the day and long or three-quarter length dress in the evening). Members of the military are requested to wear military dress appropriate to the time of day and season.

If it is an official or public meeting, the Archducal Secretariat will inform you of the dress code from the time the invitation is sent out if it differs from that mentioned in the previous paragraph.