



47th ANNUAL MEETING (ASTANA-2014)

**SEQUENTIAL SCENARIO FOR THE OPENING SESSION
– WITH EMCEE SCRIPT**

**Sunday, 4 May 2014
Concert Hall, “Kazakhstan”**

EVENTS

- A. Arrival of the Guest of Honor
- B. Photo Session with the Guest of Honor
- C. Opening Session
- D. Departure of the Guest of Honor
- E. Luncheon hosted by the Prime Minister of Kazakhstan

Sequential Scenario for the Opening Session

A. Preparation for the arrival of the Guest of Honor, His Excellency Nursultan Nazarbaev, President of the Republic of Kazakhstan	
9:00 a.m. -10:15 a.m.	Doors open to all participants. All participants to be in the room by 10:00 a.m. Doors close at 10:00 a.m.
9:40 a.m.	President Nakao leaves Palace of Independence for Concert Hall, “Kazakhstan” for a bilateral meeting.
9:50 - 10:05 a.m.	Bilateral meeting of President Nakao at the Concert Hall, “Kazakhstan”.
	Honorable Erbolat Dossaev, Chair of the Board of Governors and Governor for Kazakhstan in ADB (The Chair), leave the Palace of Independence for the Concert Hall, the venue of the Opening Session.
10:15 a.m.	In preparation for the photo session, Governors convene at the area for the photo session in the lobby of the Concert Hall, “Kazakhstan” by 10:15 a.m. as they wait for the signal of the start of the photo session.
10:10 a.m.	President Nakao, the Chair and The Secretary meet at the elevator (left side of lobby) and are escorted to the entrance of the VIP room to await the arrival of the Guest of Honor.
10:25 a.m. Emcee: Mr. Cerik Akishev	Emcee requests guests to take their seats before the entrance of the Governors / Heads of Delegations (HODs). <i>“Ladies and Gentlemen, welcome to the Opening Session of the 47th Asian Development Bank Annual Meeting of the Board of Governors. We would like to request you to take your seats as the program will commence in a few minutes.”</i>
B. Arrival of the Guest of Honor and Photo Session	
10:20 a.m.	Governors take their places on the risers for the photo session in time for the arrival of the Guest of Honor. <i>(See photo line-up)</i>
10:25 a.m.	The Guest of Honor arrives at the VIP room of the Concert Hall, “Kazakhstan” and is met by the Chair, the ADB President, and The Secretary of ADB and escorted to the venue for the photo session where they take their places with HODs/Governors. The photo is taken.
10:28 a.m.	The Guest of Honor, the Chair, the ADB President, and The Secretary proceed to the VIP room until advice is received that Opening Session is ready for the Guest of Honor to enter. Governors are led to their seats for the opening session. <i>(David and Jill)</i>
C. Opening Session	
10:30 a.m.	Emcee announces entrance of the Guest of Honor, the Chair, the ADB President, and

	<p>The Secretary (in that order), who are escorted to their seats on stage. <i>(See plan of stage.)</i></p> <p>“Your Excellencies, Ladies and Gentlemen, Welcome to the 47th Annual Meeting of the Board of Governors of the Asian Development Bank. Would you please rise, and join me in welcoming His Excellency Nursultan Nazarbaev, President of the Republic of Kazakhstan.”</p> <p>“Good morning, my name is Cerik Akishev.” <i>(Text to be provided by the Emcee.)</i></p>
10:35 a.m. – 10:45 a.m.	<p>Emcee introduces The ADB Secretary.</p> <p>“May I now invite the Secretary of the Board of Governors, Ms. Marie-Anne Birken, to say a few words.”</p> <p>The Secretary speaks from her seat <i>(microphone is on coffee table).</i></p>
10:45 a.m.	<p>Emcee will invite the Guest of Honor to speak, after which he returns to his seat.</p> <p>“To open the program, I would like to call upon the Guest of Honor, His Excellency, Nursultan Nazarbaev.</p> <p><i>(Emcee exits the stage)</i></p>
10:50 a.m. – 11:00 a.m.	<p>Address by the Guest of Honor, after which he returns to his seat.</p>
	<p>Emcee announces that the ADB President will address the audience.</p>
11:00 a.m. – 11:20 a.m.	<p>Address by the ADB President, after which he returns to his seat.</p> <p>Guest of Honor and President Nakao shake hands.</p>
D. Signing and Departure of the Guest of Honor	
11:20 a.m. – 11:25 a.m.	<p>Emcee announces the departure of the Guest of Honor and that participants should remain seated.</p> <p>Guest of Honor and party are escorted to the photo backdrop in the lobby, where the Partnership Framework Arrangement will be signed by the Prime Minister and President Nakao in the presence of the Guest of Honor. <i>(ADB party on one side and Kazakhstan on the other side. See plan of set-up.)</i></p> <p>A 7-minute video will be shown while the VIPs leave the room. <i>Stage set-up in the Concert Hall is changed.</i></p> <p>After signing, the Guest of Honor leaves the venue. Prime Minister Karim Massimov, President Nakao, Governor Dossaev and Ms. Marie-Anne Birken are escorted back to their seats in row 13. <i>(See seating plan.)</i></p> <p><i>(10-15 ADB staff move down to front rows, left side during the video and will later guide people out of the venue.)</i></p>

E. Cultural Event	
11:30 a.m.	The emcee announces the cultural event.
11:30 a.m. – 11:45 a.m.	Cultural event
F. End of Opening Session	
11:45 a.m.	Emcee announces that the opening session is adjourned and that the first business session will commence at 2:30 p.m. on that day. “Ladies and Gentlemen, the 47th Annual Meeting of the Board of Governors of the Asian Development Bank is now officially open. Could you please remain seated while the Prime Minister, The Chair, the ADB President and The Secretary of ADB leave.”
11:45 a.m.	The Chair, the ADB President and The Secretary of ADB leave the venue. Emcee announces lunch invitation to guests. “May we request guests who are invited to the luncheon to proceed to the Astana Music Hall. This luncheon is by invitation only. We will reconvene at 2:30 p.m. this afternoon with the first Business Session. Thank you.” Emcee requests attendees who are invited to the luncheon in Satty restaurant to leave the venue.
G. Luncheon hosted by His Excellency Karim Massimov, Prime Minister of the Republic of Kazakhstan	
12:00 noon onwards	The Governors proceed for the luncheon hosted by the Prime Minister. They gather in the foyer while waiting for all participants to arrive. Drinks are served.
11:50 p.m. – 12:20 p.m.	The Chair, the ADB President and The Secretary proceed to the Government House for a bilateral meeting in the Prime Minister’s office.
12:25 p.m.	The Prime Minister and the ADB President leave Government House and proceed to the Astana Music Hall for the luncheon.
12:30 p.m.	The Prime Minister and the ADB President arrive at the Astana Music Hall
1:40 p.m.	President Nakao departs from the luncheon.

SCENARIO FOR NETWORKING EVENTS

I. Reception hosted by ADB President, Saturday, 3 May

Venue: Foyer, Kazakhstan Concert Hall

Time: 7:00 – 8:30 p.m.

Host: ADB President

Guests: All Participants

6:45 p.m.	The President is escorted by his Senior Advisor from Pol to the President's office. There, the President meets The Secretary and his party and the group departs for Concert Hall.
6:55 p.m.	The President arrives at Concert Hall. OSEC staff greet and receive the President on arrival and escort him to the Foyer to begin receiving guests at the head of the receiving line. After escorting the President to the head of the receiving line, The Secretary mingles with guests. In parallel, the NE Team arranges Mrs. Nakao's arrival to the Concert Hall before 6:50 pm and assists her, if required.
7:00 p.m.	Receiving and welcoming guests, until the last guest in the receiving line has been greeted.
7:30-8:00 p.m.	The President mingles with guests.
8:30 p.m.	The President departs the reception, escorted by The Secretary.

II. Luncheon hosted by the Prime Minister, Sunday, 4 May

Venue: Astana Music Hall

Time: 12:00 – 13:30

Hosts: Prime-Minister of the Republic of Kazakhstan

Guests: By invitation – approximately 250

11:45 a.m.	11:45 After the Opening Session, Prime Minister Massimov, the Chair and the President proceed in their cars to the Prime Minister's office (Parliament building), which is across the street from the Concert Hall, for their bilateral meeting. The Governors and other invitees proceed to the Astana Music Hall
11:50 onwards:	Guests gather in the lobby of Astana Music Hall for a welcome drink while waiting for all other guests, and the host, to arrive.
12:15 p.m.	Prime Minister Massimov, the Chair and President Nakao leave the bilateral meeting and proceed to the Astana Music Hall
12:30-1:30 p.m.	The Prime Minister and the President are escorted into the dining room where they take their seats at the head table, together with the other head table guests.
12:30	Once everyone is seated, the EmeCee introduces the Prime Minister, who stands to welcome the guests and present the book Kazakhstan 2050, which will be given to each guest at the luncheon before they leave. He speaks for 10 minutes in English. Guest may eat while he is speaking.
12:40	President Nakao rises to thank the Prime Minister for his hospitality, and to propose a toast
12:42	Lunch continues, with background music provided by a quartet of traditional musicians
1:30 p.m.	the Prime Minister and the President rise and leave the room for their cars. The President returns to the Palace of Independence (escorted by The Secretary).

III. Reception hosted by the Government of Kazakhstan, Sunday, 4 May

Venue: Foyer, Kazakhstan Concert Hall
Time: 6:30 – 9:30 p.m.
Host: Government of the Republic of Kazakhstan
Guests: All Participants

There is no program but traditional music will be playing in the background. Food and drinks will be served from 6:30 to 9:30p.m.

6:30 pm.	Reception starts.
6:45-7:00 p.m.	The President may arrive later, at around 7:00pm. The President is escorted by his Senior Advisor from Pol [and The Secretary] and the group departs for Concert Hall.
After 7:00 p.m.	The President arrives at Concert Hall. OSEC staff greet and receive the President on arrival and escort him to the Foyer to meet with Governor Dossaev.
7:00 p.m.	The President mingles with guests. Participants will be standing and mingling, but there will also be some sofas in case participants need to sit.
8:15 p.m.	The President departs the reception, escorted by The Secretary.

PS: There are no special arrangements for VIPs, and no speeches.

IV. Luncheon hosted jointly by the Chair of the Board of Governors and ADB President, Monday, 5 May

Venue: Al Farabi Restaurant, Rixos Hotel
Time: 12:30-1:30
Hosts: Hon. Erbolat Dossaev, Chair of the Board of Governors and ADB President
Guests: By invitation – approximately 200

11:50 a.m.	From room (tbd) the President is escorted by his party to his private car to depart for Rixos Hotel.
12:00 p.m.	The President arrives at Rixos Hotel. The Secretary and OSEC staff greet the President on arrival and escort him to foyer of the Al Farabi Restaurant to mingle with guests during pre-lunch cocktail.
12:00/12:30 p.m.	During the cocktails, OSEC staff identify persons sitting at the head table, and alert The Secretary when all head table guests are present. The Secretary leads the President to his seat at the head table. OSEC staff help the persons at the head table find their seats. Other guests take their seats based on a free seating arrangement.
12:30-1:30 p.m.	Lunch
1:30 p.m.	President (escorted by The Secretary) departs the Rixos Hotel and proceeds to his office.