



To: All Twelfth Assembly participants
Re: Guidelines for online registration

Date: 12 September 2016

Dear delegates, guests, observers and others attending the Twelfth Assembly of the Lutheran World Federation (LWF) taking place in Windhoek, Namibia from 10 to 16 May 2017,

On receipt of your login details which will be sent shortly, you will now be able to register online. These notes offer guidelines for filling in the online registration form. Please read thoroughly before you begin filling in the form.

Deadlines

Registrations open on 12 September 2016. If you need to enter new data or modify your answers in the registration form, you will be able to enter the registration site until 15 March 2017. After 15 March 2017 the online registration will be closed.

Some useful information

Airport pick-ups and transfers

Assembly delegates and other participants will be received at the airport and brought to either the Safari Conference Center for registration or their respective hotels. A daily shuttle in the morning and evening after the last session in the program will be provided for those staying in other hotels. Transfers to the airport from your hotel will be provided on 16, 17 and 18 May 2017 only.

Delegates not attending any pre-assembly meetings and all other Assembly participants, please make sure to arrive in Namibia on 9 May 2017. The Assembly will formally begin with Opening Worship at 9:30 on 10 May 2017.

Registrations onsite will be at the Safari Conference Center and will open starting 8 May 2017 at 8:00. Registration hours will be from 8:00 to 20:00 from 8 to 12 May 2017. A separate registration counter will be designated for international and local press and will be open daily from 9 to 16 May starting at 8:00.

Daily shuttle

Assembly participants who are not accommodated at the Safari will be provided with daily shuttle to and from the Safari in the morning and at the close of the evening session during the Assembly. Those wishing to go to their hotel during lunch break will need to request transport at the Information Desk at the Conference Center.

Post-Assembly tours

Participants planning to spend a longer time in Namibia after the Assembly must arrange their own accommodation starting at 12:00 on 17 May 2017. A company specialized in organizing tours in Namibia will have a stall in the Omatala tent and will be available to advise and/or organize your post-Assembly tour for you. This company is a Finnish-Namibian company established by former LWF World Service staff, Olle Erikson. Koonono Tours (www.koonono.com) aims at "educating" church people and other interested, mainly in Finland, on the history of church mission work as



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well as the current situation in Namibia, through organized visits to some of the historical religious landmarks, Lutheran churches and programs as well as nature conservation sites. Those interested please email stefan@koonono.com.

Pre-Assembly meetings

Youth Pre-Assembly: 3 to 9 May 2017

Women's Pre-Assembly: 4 to 9 May 2017

Other meetings

DWS Country Directors: 5 to 10 May 2017

World Service Committee: 8 May 2017

Finance Committee: 8 May 2017

Outgoing Council: 9 May 2017

Pre-Assembly Visits, 4 to 9 May 2017

Note that the visiting program will not be covered by the Assembly budget so that the full cost will be borne by the participants themselves. Furthermore, the program will cater to 40 participants only. In the form, you are asked to indicate your interest in participating in the visits as well as how you propose to pay the all-inclusive fee of EUR890. In the event that potential participants in the visits exceed 40, the Assembly Office will make a selection based on ensuring the widest representation of participants in the program. Please note that those participating in the visits will be expected to share stories from their visits and encounters and present these during the Assembly at the Omatala for which time will be allocated for this purpose.

Are you ready to fill in the form?

Before you begin:

- Read this document thoroughly
- Have your passport ready
- Have your username and password ready and handy each time you need to go back to your registration form in order to enter data that was not available previously
- Know whether your church will cover your costs
- If possible, know the details of your travel to and from Windhoek, Namibia. If not, note down your username and password so you can fill in your travel details as soon as these are available
- Note again that you will be able to access the registration site until 15 March 2017

Step by step guide

Please fill in all the fields in the registration form. For convenience, your form has been completed with available data that we have received from you or your church. However, you may click and edit the information in any of the fields except those which are locked.

The locked fields relate to your Category of Participation at the Assembly. If for some reason we have made a mistake in assigning your category please email LWF_Assembly@lutheranworld.org

Personal information

If your title is incorrectly shown, please put the right title by choosing the correct one from the drop down list.

If the “name on Assembly badge” shown here is incorrect please correct it.

Other details

Category of participation

“Category of participation” at the Twelfth Assembly is a locked field

“Nominated by” is also a locked field which pertains only to delegates, representatives and observers

Please let us know if you are the head of your delegation (for member church delegations only). Knowing who the head of your delegation is will help to facilitate communication to delegates during the Assembly if needed.

Accompanying person

We wish to remind you that at its meeting in Wittenberg, Germany last June, the LWF Council ruled that “a delegate whose spouse will be attending the Assembly shall not be eligible for an LWF financial subsidy. An exception may be made in case of a delegate with a disability for whom the spouse is the caregiver or for a delegate with a nursing child for whom childcare is needed.”

Accompanying persons of self-paying participants and subsidized delegates who are exempted from this decision by the Council for reasons of health or childcare requirements will need to register and therefore fill in the pre-registration form found here:

<https://seafile.ecucenter.org/f/0305d6a66e/?raw=1>

Passport and visa

Note that all participants of the Twelfth Assembly will require a visa. The guidelines for visa application to Namibia were sent with the first Assembly Briefing note. Please make sure that you send the visa application requirements before 15 March 2017.

Health, diet restrictions and insurance

If you are a holder of an accident or health insurance while traveling make sure that it is valid for Namibia.

If you are not insured (for illness or accident) and did not indicate this on your registration form, the LWF will not be liable for any costs incurred as a result of illness or accident.

If you have health issues and require specific medical procedure please give details of your condition on the form. The information you give us will be treated with utmost confidentiality and will help us to assist you in case of need. If you are taking special medication please make sure to bring with you enough for the duration of your stay in Namibia as these might not be readily available at pharmacies or hospitals in the country.

For those suffering from allergies, please state specifically the allergies you have.

Namibia being a very dry country has to import most of its fruits and vegetables. Therefore, we appeal for your consideration and understanding if the menu choices are limited.

Languages

Assembly documents

The basic documents needed for the Assembly will be in electronic and printed formats and will be handed out upon registration onsite in Namibia. You will have a choice of whether to receive documents produced during the Assembly either in electronic or printed form.

The ideal of a “paperless Assembly” is something that we are striving towards. We will do our best to ensure that the technical and wireless infrastructures are sufficient and efficient enough to allow all Assembly participants to access documents produced during the Assembly electronically.

Working languages

Simultaneous interpretation will be provided in plenary sessions all throughout the Assembly. As a general rule, there will be no interpretation provided in Village Groups and workshops. If you are fluent in several languages you might not necessarily be put in a Village Group that speaks your first language choice if by doing so we would ensure diversity and representation in the Village Groups.

Registration fee

The registration fee of EUR120 per person will cover the costs of the conference package consisting of 5 lunches, 10 coffee breaks and the rent of the plenary hall.

You will be able to choose whether to pay the registration fee and dinners (for self-paying participants) by cash onsite upon registration or prior to the Assembly by bank transfer. The fee is not refundable in case you have to cancel your participation in the Assembly unavoidably.

Heads of invited global church communions and ecumenical organizations, former LWF general secretaries and presidents, volunteers, stewards, ex-officio participants, official presenters, co-opted staff (including interpreters) and staff are exempt from paying the registration fee of EUR120. Please contact the Assembly Office if you need clarification on this issue; otherwise, leave this field empty.

Travel information

For self-paying delegates and those subsidized by their churches, we recommend that you consult www.skyscanner which give various options on costs and travel routes with major carriers.

If you are subsidized by the LWF, please contact the Assembly Office, LWF_Assembly@lutheranworld.org before making any firm bookings. No travel costs will be reimbursed which have not been approved beforehand by the Assembly Office.

For those arranging their own travel we will need your full travel itinerary, including transits. This will help us to assist you in case you encounter any difficulties on the way to or from Namibia as well as ensure that you are picked up at the airport on your arrival.

For those whose travel will be arranged by the Assembly Office, please fill in your travel details upon receipt of your ticket.

Some nationalities require transit visas when transiting in some airports. Please make sure that you are informed if you do need one and apply early. Contact the Assembly Office if you need assistance.

Accommodation and dinners

Delegates, heads of ecumenical organizations, official guests, ex-officio participants, stewards, co-opted staff and LWF staff: your accommodation will be arranged by the Assembly Office. Subsidized delegates will be accommodated in twin room accommodation. Non-subsidized delegates may also choose this option.

All other participants are required to arrange their own accommodation. The first list of hotels and other accommodation venues was sent together with the first briefing note. A second list of accommodation venues, mainly guesthouses, will be sent in October 2016.

Self-paying participants may have their dinners at the Safari during the Assembly. The maximum number of dinners that will be served for Assembly participants is six (6) dinners. The Welcome Reception which will take place on 10 May 2017 will include a light dinner. The cost per dinner per person is EUR16. In the interest of transparency, we are charging in EURO because the LWF will be paying the Safari for the full cost of the Assembly and our budget is in this currency. The cost of the dinner is either EUR14 or EUR16 depending on which restaurant you will be eating. It would be a big logistical challenge to have to pre-assign dining areas – there is no difference in the meals they will be serving. The difference is only that the EUR16 buffet is located inside the 4-star hotel and the EUR14 buffet is inside the 3-star hotel.

Worship

The International Worship Committee would like to enlist the help of Assembly participants who are willing to assist with communion, reading the scriptures or singing in the Assembly choir. Scripture reading and other parts of the liturgy will be read in different languages. Participation in the Assembly choir requires attendance at daily choir rehearsals.

Pre-Assembly meetings

The **Youth Pre-Assembly** will take place from the 2nd (arrivals) to the 8th of May 2017. All youth delegates and stewards are invited to this meeting and must make arrangements to arrive on 2 May 2017.

The **Women's Pre-Assembly** will take place from the 4th (arrivals) to the 8th of May 2017. All women delegates are invited to this meeting and must therefore arrange to arrive on 4 May 2017.

Youth and women delegates will meet jointly on 9 May 2017 in order to prepare for the Assembly.

The World Service Country Directors' meeting will be held from the 5th (arrivals) to the 10th of May 2017.

Pre-Assembly Visits

Pre-Assembly Visits will take place from the 4th to the 9th of May 2017 and will be open to up to 40 participants. The thematic focus of the visits will be poverty and inequality as well as the impact of climate change. The visits will conclude with a visit to a nature conservation site. An all-inclusive fee of EUR890 will be charged for each participant. The fee includes accommodation, meals and breaks, entrance tickets and transportation costs.

A word on data protection

Based on Article 13 of the Swiss Federal Constitution and the provisions of the Swiss Data Protection Legislation, everyone has the right to the protection of privacy as well as protection from misuse of their personal details.

All data given to the LWF in this form or otherwise implies permission granted to the LWF for the reasonable use of those data within the framework of the Twelfth Assembly.

List of Assembly participants

Your mailing address and email contact will feature along with your name on the Twelfth Assembly's list of participants. In view of the provision on data protection, if you do not wish your contact details to appear on the list please select the "no" option.

Remarks

If there are issues regarding your participation in the Assembly that are not covered in any of the sections above please note them down in the Remarks section of this form.

Submit

Please make sure that the information you have entered are correct. Every time you enter the site and enter new information you must click the "Submit" button in order to ensure that the data you entered or changed are saved. If you need to go back to your form and add in new information or edit what you have entered you may return to your form using the same username and password until 15 March 2017.

We thank you for filling in your registration form and look forward with anticipation to meeting you in Namibia for the Twelfth LWF Assembly.

With best wishes,



Clarissa Balan
Assembly Coordinator