



VISITORS PROGRAM

Based on the Rules of Procedure 2.1.9: *Visitors are people attending the Assembly part or full time. Normally these people are members of a member church, from which an endorsement is requested. They have neither voice nor vote.*

What is the LWF Assembly Visitors program?

It is a pre-arranged program for visitors of the LWF Assembly who have:

- interest to learn more about the LWF and its work
- interest to know more of the host church, The Evangelical Church of the Augsburg Confession in Poland, and visit the church and its programs some days before or after the assembly
- who are interested in observing the LWF Assembly in plenary, participate in worship (in an overflow room due to limited space in worship hall), visit the Jarmark (marketplace) and generally be together with the global Lutheran communion at the Assembly for a specific time.

Who can participate?

Eligible participants include members of the LWF member church and those coming from LWF related agencies and missions.

How to apply for the visitor's program?

Visitors will need to apply and fill up the registration form. The following information will be requested:

- the full name and contact information;
- the church and country from;
- specific period of visit;
- whether the delegation speaks English or will be using an interpreter, and whether the interpreter will provide simultaneous or consecutive translation;
- whether person applying or any member of the delegation has any disabilities or other needs that require reasonable attention

Some facts about the visitor's program:

- the Pre and Post assembly visitation programs will take place from 8/9-12 September and the post visits from 20-23 September 2023. Refer to separate document for the detailed program
- Daily visitors at the Assembly venue (ICE Krakow Congress Center) have to be pre-registered and ensure they receive confirmation from Assembly Office.
- There will be specific sessions and times open for visitors. Please refer to the list as stated below as some business sessions are internal to Assembly participants only.
- 80- 100 Day visitors will be welcomed each morning or afternoon time-block, except for the Opening Service where there would be more
- Visitors will have a dedicated area in the plenary hall marked visitors.
- Due to the limited space at the worship hall "watching livestream" of worship will take place in an overflow hall (except for the Opening Worship that takes place at the Plenary Hall

- The visits will be entirely self-supporting, and expenses charged to the visitors at cost
- When visitors arrive, they will be guided to the Registration desk for confirmation of registration and will be issued a badge. The badge will be a specific colour and display the date of visit/s.

Category of Visitors:

Category	Approximate Cost in Euro
<p>1. Day Visitors: Visitors from member churches that come only for one day</p> <ul style="list-style-type: none"> - They can visit the open plenary sessions, Jarmark, and morning prayers and Bible Study in the outflow room. - Based on the rules of the Assembly, the visitors have no voice nor vote. - Headsets will be distributed. Local interpretation is only available in the sessions listed below. - Visitors pay the meal daily cost 	<p>No Registration Fee Meal package 40 Euros: lunch, dinner and 2 coffee breaks No accommodation</p>
<p>2. Local parish and study trips pre-arranged with the Evangelical Church of the Augsburg Confession in Poland (ECACP)</p> <ul style="list-style-type: none"> - those coming only for specific sessions and blocks of time for worship, Bible studies, Jarmark, selected business sessions and thematic plenaries - list of visitors on specific dates or time blocks is submitted to Assembly office - Polish translation for specific sessions is arranged with ECACP - Would include Study tours prearranged with ECACP - All visitors are welcome to join the local program offered by Krakow Parish 	<p>No registration Fee Specific arrangements made by the ECACP Evangelical Church of the Augsburg Confession in Poland</p>
<p>3. Three-day Visitors: Visitors who come for three days, consecutive or not Same offering as Day Visitors above</p>	<p>Registration Fee: Euros 120 Meal package 40 Euros: lunch, dinner and 2 coffee breaks No accommodation</p>
<p>4. Full time Visitors: Visitors present for the full duration of the Assembly</p> <ul style="list-style-type: none"> - Same offering as Day Visitors above - Join the Auschwitz visit (Euro 30 cost) - Join Sunday worship and local congregation visit 	<p>Registration Fee: Euros 120 Meal package 40 Euros: per day Pre-arranged accommodation at cost (35 day), as available</p>
<p>5. Visitors participating in Pre or Post Assembly visitation program</p> <ul style="list-style-type: none"> - This is a specific program arranged through the church. Please refer to Annex 1 for description and cost 	<p>Specific cost as in Annex 1 Day visitor cost as no. 1</p>
<p>6. Visitors during Opening Worship only</p> <ul style="list-style-type: none"> - List of official guest and visitors pre-registered with Assembly office 	<p>Pre-arranged for meals count</p>

Financial Implications:

- Registration Fee: Euro 120.00
- Meal package: Euro 40.00 per day: lunch, dinner and 2 coffee breaks
- Bed and Breakfast: Euro 35.00 per night (if rooms available)
- Auschwitz visit: Euro 30.00 (for full time visitors only)

Open LWF Thirteenth Assembly Sessions to Visitors:

Visitors will be briefed at the beginning of the visit. The following sessions are open to visitors with interpretations as stated:

Day 1: 13 September

- 09:00-11:00: Opening Holy Communion Service (EN, DE, ES, FR and PL)
- 14:30-16:00: Opening Plenary, Address of the LWF President (EN, DE, ES, FR and PL)
- 16:30-18:00: Plenary 1, Message from the Preassemblies (EN, DE, ES, FR and PL)

Day 2: 14 September

- 08:30-10:00: Morning Worship and Bible Study (at outflow room – EN, DE, ES, FR and PL)
- 10:00-11:15: Report of the LWF General Secretary (EN, DE, ES, FR and PL)
- 11:45-13:00: Keynote Address (EN, DE, ES, FR and PL)
- 14:30-15:00: Introduction of LWF (Visitors Session) (EN and PL)

Day 3: 15 September

- 08:00-9:30: Morning Worship and Bible Study: (EN, DE, ES, FR and PL)
- 11:15-12:30: Thematic Plenary: One Body (EN, DE, ES, FR and PL)

Day 4: 16 September

- 08:30-10:00: Morning Worship and Bible Study (EN, DE, ES, FR and PL)
- 10:00-11:15: Thematic Plenary: One Spirit (EN, DE, ES, FR and PL)
- 14:30-15:00: Introduction of LWF (Visitors Session) (EN and PL)

Day 6: 18 September

- 08:30-10:00: Morning Worship and Bible Study (EN, DE, ES, FR and PL)
- 10:00-11:15: Thematic Plenary: One Hope (EN, DE, ES, FR and PL)
- 14:30-15:00: Introduction of LWF (Visitors Session) (EN and PL)

Day 7: 19 September

- 08:30-10:15: Morning Worship and Bible Study: (EN, DE, ES, FR and PL)
- 10:15-16:00: Plenary VIII, IX and X: (EN, DE, ES, FR and PL)
- 17:00-18:30: Closing Worship: (EN, DE, ES, FR and PL)

- Please note that in case the Assembly may call for an executive session, only Assembly delegates are to be present in the plenary hall.
- Visitors are welcome to the Jarmark exhibit and stands anytime when inside the ICE Krakow Congress Center venue
- A team of staff/volunteers/stewards will be assigned to support and assist the visitor's program.
- There is a possibility of some day care or children's program offered by the Krakow Parish church. Discussions are still underway and for anyone interested, please let the Assembly Office know.