



LWF ELEVENTH ASSEMBLY
**Participating
in the LWF Eleventh
Assembly**

**Stuttgart, Germany
20-27 July 2010**

**Practical Guide
to the Assembly**



The Lutheran World Federation
– A Communion of Churches



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General Information

In this directory you will find practical information which will assist you during at the LWF Eleventh Assembly in Stuttgart. **Please read this directory carefully.**

Should you have additional questions, an Assembly Registration/Information Desk is located in the Hegel Foyer in the Liederhalle. Tel: +49 (0)711-99 33, E-mail: **office@assembly2010.de**

INTRODUCTION

The LWF Assembly will be held at the Liederhalle in Stuttgart, from 20 – 27 July 2010. Address: Liederhalle, Berliner Platz 1-3, D-70174 Stuttgart.

The Liederhalle consists of several halls. The Assembly will use the following facilities:

- Hegel-Saal (Plenary) and Foyer (coffee breaks and info desk)
- Beethoven-Saal (dining) and Foyer (exhibition)
- Schiller-Saal (Council meetings)
- Silcher-Saal and Foyer (communication, press)
- Reithalle (morning worship services, evening prayer)

MAPS

Enclosed you will find detailed maps of the different rooms in the Liederhalle and of the location of the hotels.

BADGE

Your name badge must be worn at all times. It assures your admission to the venue, sessions, meals and morning and afternoon coffee breaks. Security personnel will not allow participants without a name badge to enter the venue.

If you lose it, please report immediately to the Assembly Registration/Information Desk.

There will be a charge for the replacement of lost badges and bags.

CATEGORY OF PARTICIPATION

Participants are registered in a certain category with a specific status in the Assembly. Any request for change should be communicated in writing to the Credentials Committee and handed in to the Assembly Registration/Information Desk.

DOCUMENTS

Because of the great quantity of documentation, only official Assembly papers can be distributed to participants. Documents will be distributed in the plenary hall and appropriate meeting rooms.

Assembly documents will be distributed according to the language indicated on the Registration Form. Documents will be color-coded as follows:

White.....	English
Yellow.....	German
Red	Spanish
Green.....	French

If you decide not to take all the documents home, you may leave them behind. There will be documentation collection places in each of the hotels on the days of departure. Boxes will also be on sale at the Information Desk should you wish to mail documentation at your cost to your home.

INTERPRETATION

Simultaneous interpretation (English, German, Spanish and French) will be provided during plenary sessions. Whispered interpretation will be provided in some of the Village groups. No formal interpretation will be provided during morning worship services.

HEADPHONES

Headphones for interpretation will be distributed in the plenary hall. Please leave them on the table or seat at the close of each session so they can be collected and re-charged. **Headphones are NOT to be taken out of the plenary hall.** Visitors will receive headphones in exchange for a “signed card”.

If you take a set of headphones with you by mistake, please return them to the place where they were distributed. Please note that a lost set of headphones will cost 200 € for which you will be charged.

SEATING

Assembly participants will be seated in designated areas in the plenary hall. Please look for your participation category, i.e. delegate, visitor, etc. Stewards will assist you to find your place.

DAILY ASSEMBLY NEWSPAPER

The *Evangelische Gemeindeblatt für Württemberg* [Württemberg Protestant church weekly] will publish a daily Assembly newspaper. The LWF is grateful to editor-in-chief Petra Ziegler and her colleagues for this contribution.

PERSONAL PHOTOGRAPHS AND VIDEO

Participants photographing or videoing plenary sessions or worship services are requested **NOT to use flash and NOT to move from their seats**. Be aware of cultural sensitivities: some participants may not wish to have their picture taken without prior permission; this applies especially during the Eucharist.

Photography is **NOT allowed during the televised worship services**: 18 July in Göppingen; Opening Eucharist; Sunday worship in the Stiftskirche.

SOCIAL MEDIA

Exercise discretion if you use social media such as Facebook or Twitter. Clearly differentiate between general discussion and specific actions voted on by the Assembly. Indicate which comments are your own opinions and which have been made by other Assembly participants.

ANNOUNCEMENTS

Only announcements relating to the official program will be made from the podium. Those wishing to announce other meetings or events may do

so through the Assembly Newspaper. Announcements should be submitted in writing to the Assembly Information Desk.

NOTE ON PUNCTUALITY

Please be punctual for all scheduled meetings. In order not to disturb the meetings participants are kindly asked not to arrive late or leave early.

Village Groups at the Assembly

The term “Village Group” was introduced in Hong Kong. Its usage is intended to communicate the dynamic relationship that should be created and maintained among participants.

A Village Group serves as:

- a *home* where close fellowship among delegates should develop
- a *channel* and *forum* for views and ideas

To expedite the work of the Village Group each will have a chairperson, a vice-chairperson, a recorder and staff facilitators.

For more information on Village Groups please refer to the Assembly Handbook.

Worship

The daily schedule for worship is as follows:

8:00 – 9:15 Morning worship services in Reithalle
12:15 – 12:30..... Midday prayer in Plenary
18:00 – 18:30..... Evening prayer in Reithalle

On 20 July the evening prayer will take place in the context of the host church presentation.

Special services will be as follows:

OPENING EUCHARIST

The Opening Eucharist will take place on Wednesday 20 July at 15:00 in the Stiftskirche. As this service will be televised, please be seated by 14:15.

SUNDAY WORSHIP SERVICES IN CONGREGATIONS

On Sunday morning 25 July, participants will be able to worship with local congregations. Lunch will be hosted by the congregations. The meeting point for transport to the local congregations is at the Liederhalle. You will find detailed information in your welcome bag. Every group will be accompanied by a volunteer.

Participants who will be invited to preach will be contacted beforehand. Some participants will be invited to give a greeting.

CLOSING EUCHARIST

On Tuesday 27 July the Closing Eucharist will be held at 16:30 in the Stiftskirche.

MEDITATION ROOM

For those participants who wish to pray, reflect or meditate a Meditation Room is located in Room Mozaik Foyer.

PASTORAL CARE ROOM

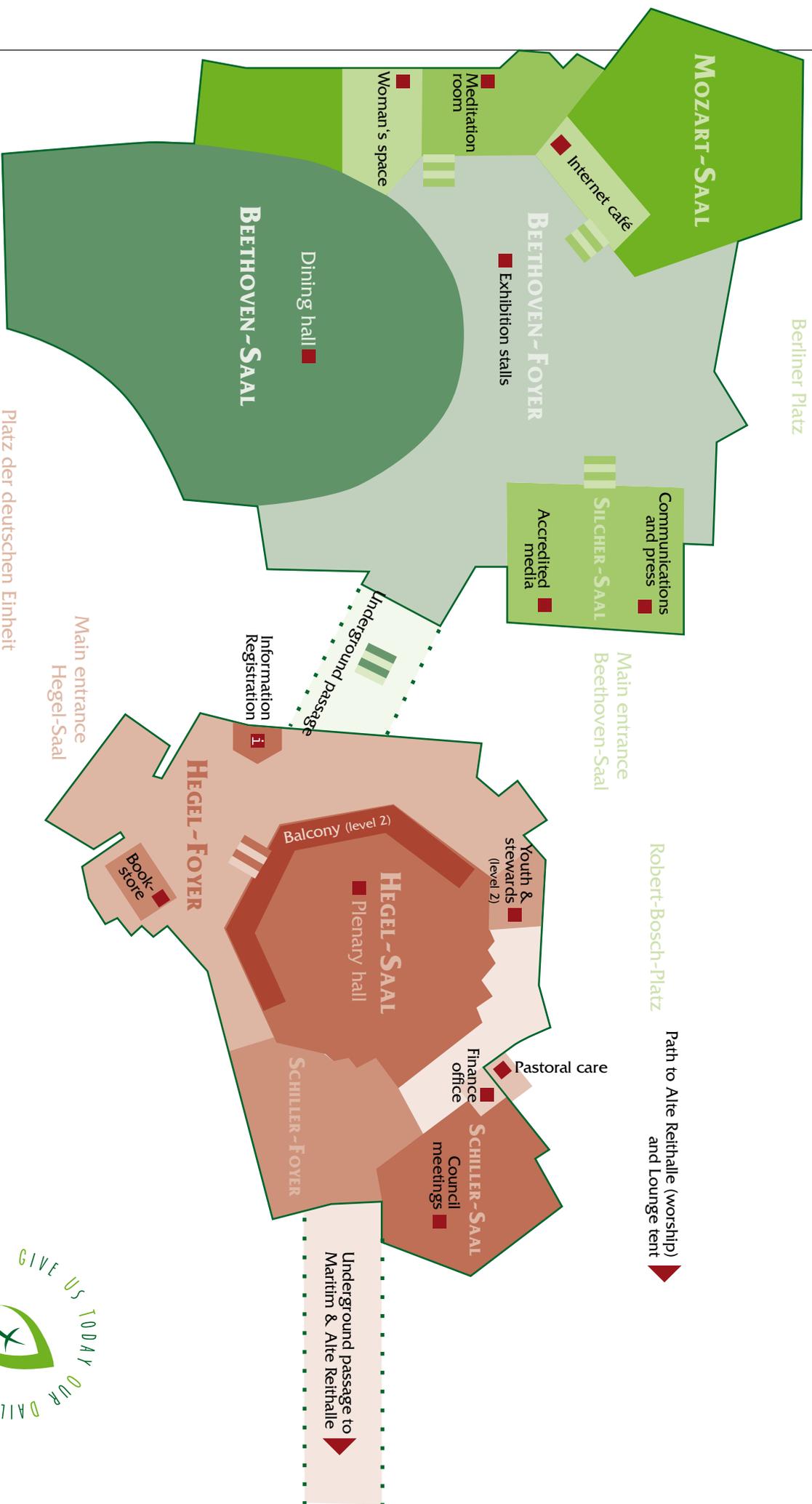
The Pastoral Care Room 4.1.50 is located behind the Plenary.

Assembly Venue

INFORMATION DESK/TRAVEL AND LOST LUGGAGE/LOST & FOUND

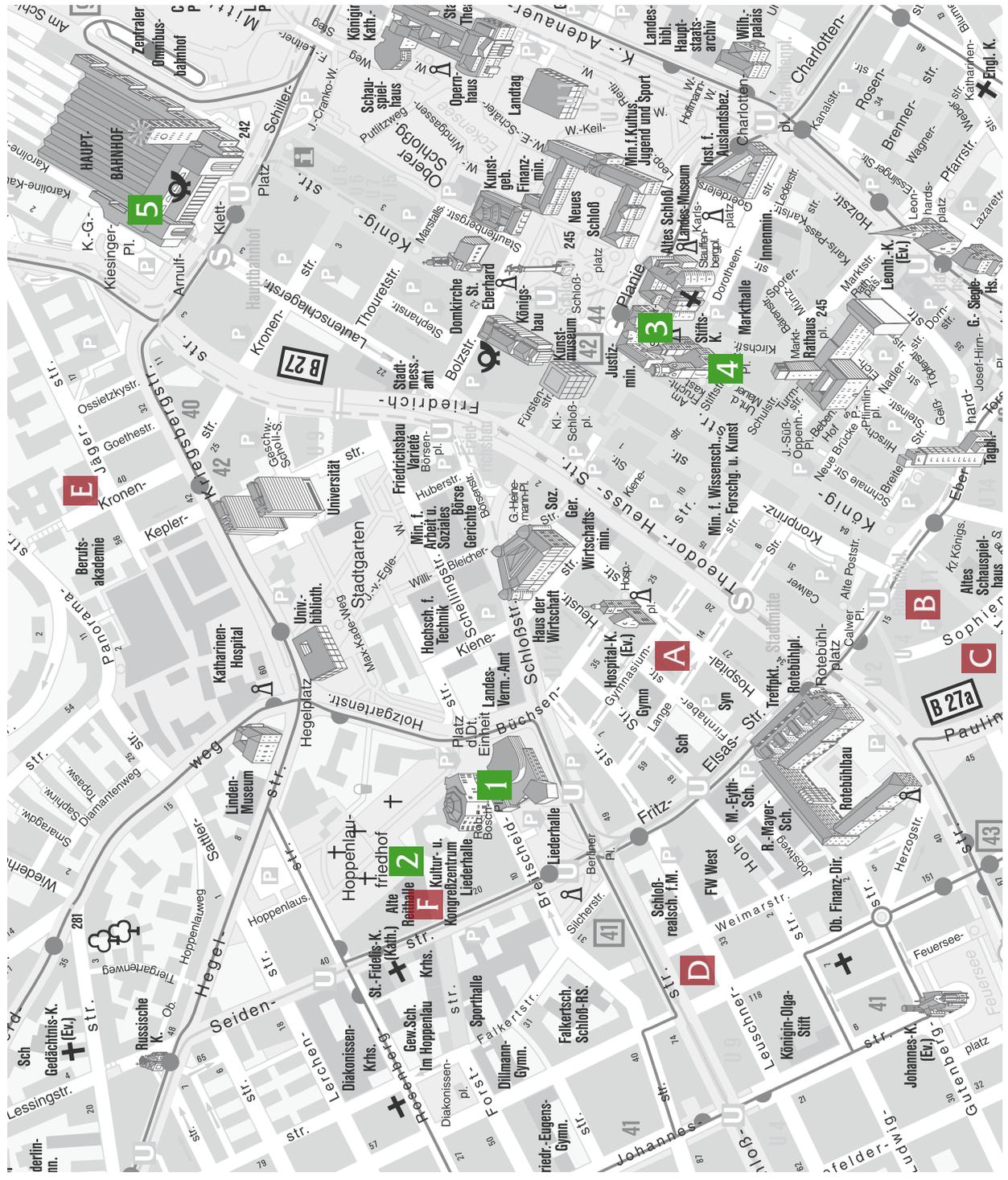
This desk will be open from 17 to 29 July. If you have any questions about the Assembly, need directions or additional information, check with this desk. Information regarding travel will be handled at this desk. Any change to tickets provided by the Local Assembly Planning Office will

CULTURAL AND CONGRESS CENTER LIEDERHALLE DURING THE LWF ELEVENTH ASSEMBLY



CITY MAP STUTTGART

- A** Hotel Wartburg
- B** Best Western Hotel Ketterer
- C** Hotel Royal
- D** Hansa Hotel
- E** Kronen Hotel
- F** Maritim Hotel
- 1** Kultur- und Kongresszentrum Liederhalle
- 2** Alte Reithalle
- 3** Schillerplatz
- 4** Stiftskirche
- 5** Hauptbahnhof/main station



be at the expense of the participant. To facilitate immediate identification of lost items, label all your personal belongings. Proper identification should be presented when claiming a lost item. Found items should be brought to this desk.

FINANCE OFFICE

The Finance Office 5.1.60 is located behind the Plenary. It will be open for enquiries and/or reimbursements at the following times:

Monday 19 July	13:00 – 19:00
Tuesday to Saturday 20 – 24 July	9:00 – 19:00
Sunday 25 July	12:00 – 18:00
Monday 26 July	9:00 – 19:00
Tuesday 27 July.....	9:00 – 16:30

Deadline for travel expense claim submission: 23 July at 12:00

EXHIBITIONS

The exhibitions are located in the Beethoven Foyer. A table will be reserved for distribution of free materials. All free materials such as magazines, tracts, brochures or other items must be approved before being distributed and can only be distributed at this site. Participants who wish to distribute such materials should apply to the Information desk.

WOMEN'S SPACE

The women's room located in Room T58 will provide space for women participants to come together and support each other for effective participation in the Assembly. The room will be open all day.

YOUTH, STEWARDS AND VOLUNTEER ROOM

Youth, Stewards and Volunteers will be able to meet in Room 1.1.01 and in the "Neuer Eingang" next to Hegel-Saal. The room will be accessible at all times for youth encounters.

SMOKING

Smoking is not permitted in the Liederhalle at any time.

Accommodation

HOTEL INFORMATION:

Participants are accommodated in the following hotels:

- **Maritim Hotel**, Seidenstrasse 34, 70174, Stuttgart,
Tel: +49(0)711-942 0, Fax: +49(0)711- 942 1000
- **Hansa Hotel**, Silberburgstrasse 114, 70174 Stuttgart,
Tel: +49 (0)711-65678 0
- **Hotel Wartburg**, Lange Strasse 49, 70174 Stuttgart,
Tel: +49(0)711-2045, Fax: +49(0)711-2045 450
- **Kronen Hotel**, Kronenstrasse 48, 70174 Stuttgart,
Tel: +49(0)711-2251 0, Fax:+49(0)711- 2251 404
- **Best Western Hotel Ketterer**, Marienstrasse 3b, 70178 Stuttgart,
Tel: +49(0)711-2039 0, Fax: +49(0)711-2039 600
- **Royal Hotel**, Sophienstrasse 35, 70178 Stuttgart,
Tel: +49(0)711-6250500, Fax: +49(0)711-628809
- **Diakonissenhaus**, Rosenbergstrasse 40, 70176 Stuttgart,
Tel.: +49(0)711-991 4040, Fax: +49(0)711-991 4090

Within Stuttgart it is not necessary to dial the area code (0711). All the hotels within 10-minutes walking distance to the Liederhalle. Volunteers will be placed at each hotel for assistance. Please feel free to ask them questions.

Check-out time is by 11:00. Luggage can be stored in separate rooms in every hotel.

Please note that participants must pay the hotel directly for any extra services such as: telephone calls, fax, laundry, Internet, pay entertainment, drinks and snacks from the mini-bar and any meals taken in the hotel apart from the official ones. All participants are personally responsible for any of these extra charges. They will not be covered by the LWF. Participants are asked to settle their bills every third day or to present a credit card number on arrival.

Participants should not change hotel rooms on their own. Requests to change hotel rooms must be made to the Assembly Information Desk in the Hegel Foyer 24 hours in advance. Likewise, if for any reason the LWF should need to ask participants to change hotel rooms; ample advance notice will also be given.

Other Activities

VISITATION PROGRAM ON FRIDAY 23 JULY AFTERNOON

During the free afternoon a number of visits to church outreach programs will be possible from 16:30 – 18:30. The offered visits and sign-up papers are available at the information desk. Please sign up by Thursday 22 July until 18:30.

SUNDAY AFTERNOON – STUTTGART EXPERIENCE

Sunday afternoon is free for all participants to explore Stuttgart. Those who will go to congregations for worship may stay with them the entire afternoon or may choose to return. Those who will not participate in the worship can have their lunch in the Beethoven Saal of the Liederhalle. For your Stuttgart experience you can find a city map in your welcome bag. Remember to be back in time for evening prayers and dinner.

Notes on Daily Life and Needs

DEPARTURE AND TRANSPORT

All departures will be from the respective hotels. Please observe the check out time to avoid extra charges. Luggage may be left in the left-luggage facility in the hotel. On the date of departure transportation will be provided from hotels to the airport or train station. Information on exact times will be communicated during the course of the Assembly. Kindly follow the proper hotel procedures for check-out times.

TELEPHONE AND FAX

SIM Cards can be bought at the Information Desk for about 10 €. You can use them with your mobile phone. Public phones can be found close to the Liederhalle. A fax machine will be located at the Information Desk and can be used at your own expenses.

BANKING

The local currency in Germany is Euro (€).

An ATM machine can be found opposite the Beethoven entrance of the Liederhalle in the direction of the Maritim Hotel.

The closest banks to the conference location are:

- BW Bank
Schlossstr. 69
Open: Mo-Fr 9 am – 1 pm, 2 pm – 4.30 pm

- Evangelische Kreditgenossenschaft
Fritz-Elsas-Str. 40
Open: Mo-Fr 9 am – 1 pm

For further details please ask at the Information Desk.

MEDICAL ASSISTANCE/INSURANCE

If you feel unwell at the Liederhalle, contact the Information Desk which will direct you to the help you need. If you feel unwell at your hotel, contact the hotel reception desk for assistance.

LOCAL TRANSPORT IN STUTT GART

Kindly make use of transportation provided by the assembly. Private taxis will be at your own expense.

Program and Activity Locations

Accredited Media.....	Silcher-Foyer
Assembly Office.....	4.0.48+49 (Hegel, ground floor)
Assembly Plenary	Hegel-Saal
Assembly Registration/Information Area	Hegel Foyer
Audio News	Silcher Saal
Bible Study and Village Group leaders	4.4.20 (Hegel, 4 th floor)
Book Store	Hegel Foyer
Business Committee.....	Side room of Restaurant in Liederhalle
Communications Operations.....	Silcher Saal
Computer Control Room	4.0.42 (Hegel, ground floor)
Computer Help Desk.....	4.0.43 (Hegel, ground floor)
Council meetings	Schiller-Saal
Credential and Election Committee.....	4.3.24 (Hegel, ground floor)
Daily Newspaper.....	Silcher Saal
Deputy General Secretary's Office.....	4.0.46 (Hegel, ground floor)
Documentation	Schiller Foyer (2nd floor)
Editorial Committee	4.3.14-16 (Hegel, 3 rd floor)
Executive Committee meeting	4.4.20 (Hegel, 4 th floor)
Exhibition	Beethoven Foyer
Finance Office.....	5.1.60 (between Hegel and Schiller-Saal)
General Secretariat	4.0.45 (Hegel, ground floor)
General Secretary's office/Cabinet room.....	4.3.10 (Hegel, 3 rd floor)
Internet Café.....	Mozart Foyer
Interview Room	1.3.01 (Beethoven, 3 rd floor)
LWF Endowment Fund Board Meeting	Salon Hamburg in passage to Maritim
Media Relations	Silcher Saal
Meditation Room.....	Mozaik Foyer
Minutes Committee	4.3.11-12 (Hegel, 3 rd floor)
Minute Takers Office	4.0.44 (Hegel, ground floor)
Morning worship and evening prayers.....	Reithalle
Nominations Committee.....	4.3.22 (Hegel, 3 rd floor)
Pastoral Care Room	4.1.50 (Hegel, 1 floor)
Photo Services.....	Silcher Saal
Policy and Reference Committee.....	4.3.13 (Hegel, 3 rd floor)
President's Office.....	4.3.95 (Hegel, 3 rd floor)
Press Briefing Room.....	Silcher Foyer
Press Operations	Silcher Saal
Press Registration	Silcher Foyer

Regional Meetings:

- Africa Mozart-Saal
- Asia Schiller-Saal
- Eastern Europe..... 4.4.25-27 (Hegel, 4th floor)
- Latin America & Caribbean..... 4.3.14-16 (Hegel, 3rd floor)
- Nordic Europe..... 4.3.11-13 (Hegel, 3rd floor)
- North America 4.4.22-24 (Hegel, 4th floor)
- Western Europe..... 4.4.20 (Hegel, 4th floor)
- Translators1.4.02 (Beethoven, 4th floor)
- Video Production.....Silcher Saal
- Video NewsSilcher Saal

Village Groups:

- Good soil – Clean Water (English)..... Mozaik Foyer
- Good soil – Clean Water
(German, French, Spanish).....4.3.13 (Hegel, 3rd floor)
- Sowing (English)..... 4.3.11-12 (Hegel, 3rd floor)
- Sowing
(German, French, Spanish) 4.3.24 (Hegel, 3rd floor)
- Growth – Harvest (English)..... 4.4.20 (Hegel, 4th floor)
- Growth – Harvest
(German, French, Spanish)..... 4.4.22 (Hegel, 4th floor)
- Processing what is harvested (English) 4.4.25-27 (Hegel, 4th floor)
- Processing what is harvested
(German, French, Spanish)..... 4.4.23 (Hegel, 4th floor)
- Breaking the bread – Sharing solidarity (English)Reithalle
- Breaking the bread – Sharing solidarity
(German, French, Spanish)..... 4.3.14-16 (Hegel, 3rd floor)
- Web Services.....Silcher Saal
- Women’s roomT58
- Youth/Stewards/Volunteers Room..... Neuer Eingang (Hegel Foyer 2nd floor)
- Volunteer’s Café 1.1.01 Beethoven basement

GIVE US TODAY OUR DAILY BREAD

