

To: Twelfth Assembly delegates and participants

Re: Briefing Note 2

Date: 26 October 2016

The aim of this briefing note is to ensure that delegates and participants of the Twelfth Assembly can prepare adequately for this important gathering in the life of the LWF. The first briefing note was sent last August with information on the Assembly program and schedule, the Rules of Procedure, subsidies, accommodation and other important information. The first Briefing Note and Assembly documents to date are available on the Assembly website:

<http://www.lwfassembly.org/en/news/resources/>

Online registrations – Reminder!

Online registrations for the Twelfth Assembly opened on 12 September. This means that all pre-registered delegates and participants should have received their specific login information. If you haven't received your login details or have encountered problems while accessing your form kindly inform the Assembly Office at LWF_Assembly@lutheranworld.org. **We also wish to remind those who have not filled in their form yet to please do so as soon as possible.** Even if you are able to access the registration site until 15 March 2017 it would be a great help to the Assembly Office to have the information we need as these are vital to other ongoing logistics planning processes.

Travel and/or accommodation subsidy requests – Reminder!

We'd like to remind member churches that are planning to request subsidy for their delegates to send us the request forms by **31st January 2017**. This is the ultimate deadline that we are able to give. After this date, assuming that some late requests are approved, we will not be able to arrange the travel for those delegates for whom the requests have been submitted. In addition, we will only reimburse up to a maximum amount equal to the quoted amount given to us by our preferred provider.

Travel information and visa

Detailed information about requirements for traveling to Namibia will be included in the Assembly Handbook. However, for those already planning their trip, here's some useful information:

- Health requirements – There is no risk of yellow fever in Namibia. The Namibian Government requires proof of yellow fever vaccination only if you are arriving from a country with risk of yellow fever (especially Angola and other countries in East Africa). Some recommended but not compulsory vaccinations would be those against Hepatitis A and Typhoid. There is no risk of Malaria in Windhoek.
- Weather in May – temperatures fluctuate between 9°C (early morning and late at night) and 27°C (during the day). What is predictable about Namibia is the sun and it can be quite intense during the day between 12:00 and 16:00. The sun rises at around 06:00 and sets at 19:00.

To those who haven't done so yet please send us your **visa application form (and a scanned copy of your passport) as soon as possible**. Sending them early would help the Namibian

Ministry for Home Affairs from having to deal with bulk numbers of applications which could cause delays in the issuing of visas.

Book your accommodation now!

We would like to remind **non-delegates** to arrange their accommodation as soon as possible. The agreements with various hotels and guesthouses include a deadline for the number of rooms they have blocked for us. Beyond the deadline, they will not guarantee the availability of these rooms. For those who have yet to arrange their accommodation and in order to facilitate the process, please copy **Ute.Brand@lutheranworld.org** in your email to the hotel or guesthouse that you have chosen for your stay in Windhoek.

A second list of accommodation venues is being sent with this briefing note. You will see that these are small and affordable guesthouses offering basic facilities. As mentioned previously, we will organize daily morning and evening shuttle for all participants who are not accommodated at the Safari.

For member churches that have not yet reserved accommodation for their **delegates** at the Safari Court Hotels please send your request to **LWF_Assembly@lutheranworld.org**. We will not be able to proceed with room reservations until we know the type of room your delegates need.

Pre-Assembly Visits – Reminder!

Some exciting and memorable experiences await those who will participate in the Pre-Assembly Visits. Sign-up before it's too late - only 30 places remaining!

Omatala – Reminder!

The Omatala is a space for encounter, mutual learning and creativity. Its value and success will depend on all Assembly participants and the readiness to share and contribute through workshops, stories, exhibitions and during the assembly itself through spontaneous actions and activities. We encourage more contributions! Send your unique offering to the Omatala to **Omatala2017@lutheranworld.org**. The Guidelines and Participation Form are available on the Resources page of the Assembly website.