



TRAVEL ARRANGEMENTS TO LWF ASSEMBLY KRAKOW, POLAND

LWF WILL MAKE TRAVEL ARRANGEMENTS for participants in the following categories:

- a. Assembly Delegates: (those subsidized by LWF)
- b. Official presenters
- c. Ex-officio participants
- d. Advisers: who are members of Assembly preparatory committees
- e. Official Guest
- f. Co-opted Staff
- g. Interpreters/Translators
- h. Stewards
- i. Local volunteers (travel arrangements through the Polish church)

If you do not belong to any of the above categories and are self-payer, please arrange your own travel ticket.

PROCEDURE:

1. The Assembly Office will contact the relevant participant informing that travel beginning with its first international flight will be arranged and paid for by LWF. It will inform that the authorized travel agency will contact them directly for travel arrangements to Krakow, Poland.
Note: all cost for any local travel arrangements is the responsibility of the member church. No in-country cost will be reimbursed by the LWF to the delegates.

2. The authorized travel agency will contact the individual participant with a proposed travel itinerary based on the indicated participation to Pre-Assemblies and other meetings. The travel agency will follow the procurement guidelines and criteria. The criteria include selecting the flight with the most direct, logical route and economical option.

3. Participants are then requested to validate the travel proposal as soon as they receive it. We remind you that travel proposals are time limited and therefore your soonest confirmation is required.

Please note that any request for earlier or later travel dates to and from Poland will not be considered due to strict visa time arrangements.

4. The authorized travel agency submits the agreed travel itinerary to the Assembly Office for approval. Once approval is received, the flight is booked, and the air ticket is sent to the participant by email attachment.

5. It is important to note that those applying for a Visa to enter Poland will need a confirmed flight ticket. Please print the ticket and attach it to your visa application.
6. Cancellation responsibility: any modification or cancellation of the travel must be justified and immediately communicated to the Assembly Office. Any additional cost resulting in the change of ticket will be invoiced to the member church/participant. Charges incurred because of delayed communication will also be invoiced to the member church/participant.
7. Any further travel instructions and emergency contact information when traveling will be shared some weeks before actual travel.

SCHEDULE OF MEETINGS:

1. Women Pre-Assembly: 8-11 September in Wroclaw
2. Youth Pre-Assembly: 8-11 September in Wisla Malinka
3. Men Pre-Assembly: 11-12 September in Krakow
4. Executive Committee: 12 September morning in Krakow
5. Pre-Council meeting: 12 September afternoon in Krakow
6. Post Council meeting: 20 September all day in Krakow

ARRIVAL AND DEPARTURE DATES: Instructions given to the authorized travel agency

1. Women Pre-Assembly in Wroclaw:
 - arrival in Krakow airport on 07 September 2023 BEFORE 18:00 (then a 2-hour bus ride to Wroclaw)
 - Or directly to Wroclaw by plane or train; return to the Assembly in Krakow by bus on 11 September 2023
 - Note: The European delegates may opt to take the train or plane to Wroclaw. Participants from Asia, Africa, North America and LAC if arriving by plane, it is recommended they arrive and depart at the same airport: Krakow.
2. Youth Pre-Assembly in Wisla Malinka: arrival in Krakow on 07 September 2023 -BEFORE 18:00 (then 2 hours bus ride to Wisla Malinka); return to the Assembly in Krakow by bus on 11 September 2023
3. Men Pre-Assembly in Krakow: arrival on 10 September 2023
4. Executive Committee: arrival on 11 September 2023
5. Pre-Council Meeting: arrival on 11 September 2023 or BEFORE 09 AM on 12 September 2023
6. LWF Assembly: arrival on 12 September 2023 in Krakow; departure as from 19 September 2023 AFTER 18:00
7. Post Council Meeting: please ensure to depart on 21 September 2023
8. Note: LWF Staff, volunteers, co-opted staff travel dates are arranged directly with their supervisors or the Assembly Office.