

Registration Information

Dear participants or interested enquirers,

We are pleased that you are interested in the 2nd Ecumenical Kirchentag, or that you have already decided that you are going to come to Munich as a contributor or participant. We welcome you to the capital city of Bavaria! In the following we have compiled some important information concerning registration and accommodation. Please read all the details listed below to avoid misunderstandings and confusion.

Attendance Registration

If you want to register as an individual or with your partner, your family or with up to eight other people, please fill in the registration form (Individual Registration). You may also register online at www.oekt.de/english or by telephone +49 89 559997-232. You may also call this number to order registration forms or to get further information.

If you want to register a group (10 or more people), please order written registration forms for groups by telephone at +49 89 559997-232 or register your group online at www.oekt.de (German only). Participants who are coming to the 2nd Ecumenical Kirchentag with a group, should register through their group leader only. Perhaps there are interested people in your area or your country who are already planning to come together? Or you could take the initiative for yourself. We will be happy to give you the name of the relevant contact person for your country, if there is one. Please register by 8th of March 2010 if you want to book accommodation with us.

Finance/Programme materials

Admission pass **EUR 89**

Reduced pass **EUR 54**

Reductions apply to:

- young people up to the age of 25, irrespective of their profession
- people with special needs (please send/fax a copy of your ID, if possible)
- unemployed people
- people receiving benefit payments
- pensioners - if their economic situation demands it

Family pass **EUR 143**

Families and single parents with children up to and including 25 years of age are entitled to a family pass. Each family member will receive their own

individual admission pass. Children up to and including 12 years of age get free admission to all events. Children six years of age and over need a ticket for public transport. If a family pass is ordered, children six years of age and over will receive their own pass in order to be able to use public transport. The family pass also includes two copies of the full programme folder; **further copies can be ordered at a cost of EUR 5 each.**

Day ticket **EUR 28**
(available for Thursday, Friday, and Saturday)

Reduced day ticket EUR 18
(reductions as for reduced full-time pass – see above)

Evening ticket **EUR 14**
(valid from 4pm)

The use of public transport is included in all passes and tickets for the respective day/period of time. Participants registering for the full five days will receive the conference pack including the programme booklet, the songbook and a city map showing the location of events. People buying a day or evening ticket can purchase the folder for EUR 5 each.

Discounts for groups

If your total amount exceeds EUR 1,300 you will receive a 5 percent discount. Please note that the calculation is based on the sum of all passes and tickets plus the administration fee for allocating accommodation. You will receive the discount as a refund after the 2nd Ecumenical Kirchentag, after all reorders and returns have been processed. Therefore, please pay your bill without deduction. The conference packs will only be posted after you have settled your complete bill. If you live in a country outside Europe you may settle your bill in Munich at the International Welcome Desk at the Munich International Exhibition Centre, Entrance East (open from Tuesday, 11th May, 9:00am). You will also receive your programme folders and admission passes for the group there.

Posting of programme folders

Important note: We will not send conference packs outside Europe.

All conference packs ordered and paid for by 8th March 2010 will be delivered free of charge by the end of March/beginning of April. This mailing also contains your admission pass. For groups all the material will be sent to the group leader for distribution. If there are problems with postal delivery in your country or if the pack has not arrived by post before you leave to travel to the Ecumenical Kirchentag, it will be available from the International

Welcome Desk (see above) on your arrival. Late orders received and paid for by 30th April 2010 may be posted at an extra cost of EUR 5. Please make sure to tell us whether you want us to post your late order or whether you want to collect it in Munich upon your arrival.

Payment

You are kindly requested to pay for all admission fees and associated charges in advance. Once your registration has been processed, you should receive an invoice which also serves as your booking confirmation. Group leaders are required to pay the total amount for the whole group and organize their own internal repayment from individual group members. Please make sure to settle your bill in the time period stated on your invoice. International guests are advised not to transfer money via foreign bank transfer if they live in a country outside the Euro-Zone, as we cannot take over the additional costs for this. Therefore, international visitors who live outside the Euro-Zone can pay their total amount upon their arrival in Munich at the International Welcome Desk at the Munich International Exhibition Centre, Entrance East (open from Tuesday, 11th May, 9:00am). Attendance fees and associated charges are not tax deductible.

Changes in Registration

You may register after the official deadline (8th March 2010) but we hope you will understand that we cannot guarantee accommodation for registrations we receive after 8th March 2010. If you wish to change your accommodation you may do so until 1st April 2010. We cannot refund the service charge if you cancel your accommodation after 1st April 2010. It is possible to return admission passes during the 2nd Ecumenical Kirchentag until 13th May, 2pm at the International Welcome Desk. Day tickets may be returned until 10am of the day of validity. Evening tickets may be returned until 4pm. Conference packs may be returned in combination with admission passes only. Single conference packs including additionally ordered packs cannot be refunded.

Participation of people with special needs

The 2nd Ecumenical Kirchentag wants to enable and support people with special needs who want to attend the Kirchentag. We therefore offer comprehensive services and information. Please don't hesitate to contact Ms Janthe Schröder if you should have any questions concerning that matter. Tel: +49 89 559997-233

Confirmation of registration/Certificate of attendance

The invoice you will receive also serves as your confirmation of registration. Group leaders may issue

a confirmation of registration for the members of their group. If you need a formal proof of your registration for the 2nd Ecumenical Kirchentag please contact our office at +49 89 559997-232 or write an email to c.albert@oekt.de. Certificates of attendance will be issued during the 2nd Ecumenical Kirchentag only – you need to appear in person. Certificates of attendance for the whole period of the Kirchentag will be issued on Saturday, 15 May from 3pm at the International Welcome Desk, please make sure to bring your admission pass.

Accommodation

The office of the 2nd Ecumenical Kirchentag arranges communal accommodation and accommodation in private homes for full-time participants between 12th May 2010 (arrival) and 16th May 2010 (departure). Accommodation is available within those areas of Munich covered by the S-Bahn (local rail) network. You will be able to reach your accommodation by public transport (ticket included in admission pass). For arranging accommodation we charge an administrative fee of EUR 18 per person (maximum EUR 36 for families). The fee includes breakfast from Thursday until Sunday for those in communal accommodation. The charge partly covers the considerable costs involved in the acquisition of accommodation. If you cancel your accommodation after 1st April 2010 we cannot refund the administration fee.

Private homes

Accommodation in private homes will be offered by hosts in and around Munich. As regards this form of accommodation, hospitality is in the foreground. Private accommodation offers the opportunity to make closer contact with people from the host region. But you have to be willing to adapt yourself to the home you will be living in, as you would when you make a personal visit. Your hosts are not landlords or landladies but people who wish to show hospitality and receive no payment in return. Accommodation in private homes is primarily for senior/older participants, families, and people with special needs. Please inquire whether you can stay with friends or relatives in the Munich area before booking private accommodation.

Communal Accommodation

If you wish to stay in communal accommodation, we will provide you with a place in a school building. About 15 people will share in a class room. Please bring your own sleeping bag and airbed, as well as a cup, a plate and a set of cutlery for your breakfast. The latter is included in the administration fee. Please note that the schools will be closed during the day from 9am to 6pm (except for the day of arrival).

Accommodation for families (family schools)

Families, including single-parent families, with small children can stay in special family schools. Normally, two families share a classroom. Family schools provide extended opening hours.

Hotels

The office of the 2nd Ecumenical Kirchentag cannot provide participants with hotel rooms. If you wish to stay in a hotel at your own expense please get in touch directly with:

Münchener Hotel Verbund

Industriestr. 2
82140 Olching
Tel.: +49 89 / 55 261 800
Fax.: +49 8142 / 44 46 11
info@muenchen-hotel.de
www.muenchen-hotel.de/kt (German only)

Camping sites

If you want to bring your campervan etc. please contact the operating company directly and book a campsite/tent site. If you wish to have a list of campsites please phone us at +49 89 559997-232 or have a look at our website www.oekt.de/quartier (German only).

Further Information

Catering

Breakfast is available in your accommodation; you don't need to order it. There will be various and affordable options for lunch and evening meals. Furthermore, Munich offers a rich regional cuisine.

Childcare

Childcare is being offered at the Munich International Exhibition Centre by the two aid agencies Malteser and Johanniter. The children will have ample space to play and frolic around. This service will give parents the opportunity to attend some events without their children.

ÖKT Shop

You're a fan of the 2nd Ecumenical Kirchentag and are planning to attend? Then put yourself in the right mood for the top event of 2010 by buying products of the 2nd Ecumenical Kirchentag at www.oekt.de/shop (German only). What about bands in the colors of the 2nd Ecumenical Kirchentag or a candle with our logo? You will most likely find what you are looking for. We are constantly extending our product range. By the way, we make sure that nearly all of our products are produced ecologically, socially acceptable, and fair-trade.

Oberammergau Passion Play

If you register as a full-time participant for the 2nd Ecumenical Kirchentag and if you are interested in

the Oberammergau Passion Play 2010 you may visit a rehearsal of the Passion Play prior to the 2nd Ecumenical Kirchentag. The rehearsal takes place on Tuesday, 11th May 2010. For further information please visit our website (http://www.oekt.de/english/participate/passion_play.html) or http://www.oekt.de/french/participation/le_jeu_de_la_passion_de_oberammergau.html).

Appeal for funds

The 2nd Ecumenical Kirchentag costs a lot of money. Just about a third of the costs will be covered by the money paid for admission passes. The major part is funded by public and church sponsors. Beyond that the 2nd Ecumenical Kirchentag is dependent on sponsorship by individuals, companies, and foundations. With a donation you help us to achieve more – for example offers for children and young people, services for people with special needs, to list just a few possibilities. If you want to support us we would appreciate a donation payable into the account below:

2. Ökumenischer Kirchentag
Account number: 102 353 555
Bank code: 750 903 00 (Liga Bank)

If you live in the Euro-Zone, you can transfer money with foreign bank transfer to our account at the Liga Bank München. Don't forget to note our BIC and IBAN code on the form:

BIC/SWIFT-Code: GENODEF1M05
IBAN: DE70 7509 0300 0102 3535 55

Donation receipts may be issued if requested.

Thank you very much

Uwe Röcher
Division Manager Visitor Service

We are there for you

2. Ökumenischer Kirchentag

Teilnehmerservice
Rundfunkplatz 4
80335 München

Postfach 31 04 26
80104 München

Service number: 0049 89 559997-232
Service fax: 0049 89 559997-333

teilnehmerservice@oekt.de
www.oekt.de/www.oekt.de/english/www.oekt.de/fran
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Important Dates

8th March 2010

All orders received and paid for by 8th March 2010 will be posted at the end of March (applies to deliveries to European countries only).

We can't guarantee accommodation for people registering after 8th March 2010.

1st April 2010

Until 1st April 2010 you may change your accommodation arrangement free of charge. After 1st April we cannot refund the accommodation service charge if accommodation is changed or cancelled.

13th May 2010

Admission passes may be returned and refunded until 13th May 2010, 2pm. Passes can be exchanged after that date if an appropriate certificate is provided (for example exchanging admission passes for reduced admission passes).

15th May 2010

On 15th of May you can get a certificate of attendance at International Welcome Desk. To receive the certificate please go to the International Welcome Desk and show your admission pass.

June 2010

We will start handling refunds and group discounts in June 2010.