

## **Media Regulations at Meetings of The Lutheran World Federation**

Dear Friends and Colleagues,

The LWF Office for Communication Service (OCS), in its capacity as the official media office during LWF meetings, will try as always to get all the documents to you as early as possible.

We kindly request you to observe the “basic rules” included below to enable us to work together rapidly and on a basis of mutual trust.

1. **Please note that ALL DOCUMENTS ARE SUBJECT TO A GENERAL EMBARGO** up to the moment when the speaker begins his/her oral presentation or until the document is called in plenary. We shall inform you of any alterations that may be made then.

2. **For Photographers and electronic media:**

When filming/photographing/recording in the plenary hall please do not disturb the proceedings.

In particular, spot-lights should be turned off during breaks in filming.

- No filming/photographing/recording during worship services or Bible studies.
- No filming/photographing/recording during votes/elections by ballot paper.

3. Generally, please ensure as far as possible that worship is not disturbed. During live transmissions of worship services, recordings or pictures may only be taken **by agreement with the transmitting station.**

4. Mobile telephones must be switched off in the plenary hall, and during worship services and press conferences.