



# VADEMECUM

## **KIT**

Each participant receives a kit consisting of a backpack containing a "Moleskine" model notepad, a pen, a lanyard with a pass-holder, a pre-printed pass and the official headscarf of the Meeting.

## **Distribution of the KIT**

The KIT can be collected in Rome in the following ways:

- **Thursday 22 November** from 8.30 am to 5.30 pm at 5, via della Conciliazione
- **Friday 23 and Saturday 24** November directly inside the Paul VI Hall

The distribution does not concern the groups which have already been privately contacted and who received the KIT at home via express courier.

The kit can be collected by the group leader or by a member of the group with his/her personal access badge.

## **Personal access badge**

Each participant receives by e-mail a personal access badge, which grants the access to Paul VI Hall (*as regards groups, the badges will only be sent to the group leader, who will receive those of all the group members*).

This badge indicates: name, last name, date and place of birth, singing voice and QR CODE, and it will be used to access the security checks which are mandatory to enter the Paul VI Hall.

The badge is personal and non-transferable.

The badge must be presented by each participant whenever he/she accesses the security checks and upon request for identification by the staff. The badge will also be necessary to collect the KIT following the instructions above.

The personal access badge must be printed in A4 format, folded in 4 parts and inserted in the pass holder (presented in the KIT) bearing in mind to leave the QR CODE clearly visible on the back side of the badge holder.

For obvious logistical reasons, access to the Conference is only permitted to participants carrying their personal access badges and to the 6 years old minors who walk together with them.

## **Access to Paul VI Hall**

The access to Paul VI Hall is from Piazza del Sant'Uffizio through the Petriano Gate, after getting through the security controls and metal detectors operated by the State Police.

## **The access times are:**

**Friday** from 8:00 to 11:00 and from 2pm to 5pm

**Saturday** from 7:30 to 10:30 and from 4pm to 6pm



For security reasons, please DO NOT queue before these times.

Security checks cannot be circumvented under any circumstances and must be carried out every time access is made to the Conference locations.

The National Police and the Vatican Gendarmerie are the bodies responsible for public order and security, therefore they can change the hours or the procedures of access without prior notice. The organization of the event declines any responsibility for what is decided by the public security authority. The organization itself and all the participants are requested to scrupulously respect these decisions.

### **Simultaneous translation**

The Conference will be held entirely in **Italian**. For foreigners, simultaneous translation is available in the following languages: **English, Spanish, Portuguese and French**.

The transceiver must be requested at the reception desk located in the atrium of the Paul VI Hall, leaving a valid identity document. The transceiver must be returned at the end of the Conference on Friday 23 November and at the end of the Audience with the Holy Father on Saturday 24 November. The identity document will be returned upon reception of the transceiver.

To improve the reception of the signal, it is recommended to position yourself near the IR antennas clearly visible in the Hall and hold the transceiver out of pockets and bags.

### **Coffee break**

On Friday, 2 Coffee breaks are offered in the atrium of the Paul VI Hall: the first one in mid-morning and the second one in mid-afternoon. In order to offer a minimum of comfort during the break, please refrain from standing by the tables.

A dedicated area for Celiac people will be available with gluten free food.

Inside Paul VI Hall and the atrium there are NO bars or automatic drinks and food dispensers.

### **Lunch break**

The organization does not provide for any lunch. Therefore, each participant needs to plan for himself. It is not possible to remain in the Paul VI Hall to have a packed lunch. During the lunch break you can leave the Vatican area, bearing in mind that you must carry at all times your entrance badge to pass through the security controls to come back in again.



### **Access and accommodation in the hall**

On Friday and on Saturday morning, there are no reserved seats and the order of the seats does NOT follow the order of your registration for the Conference. Participants can therefore occupy any vacant seat upon entering the Paul VI Hall, following the instructions of the volunteers and the hostesses who manage the access. To facilitate the entry and accommodation of everyone, please do not occupy empty chairs with your personal belongings.

There is no cloakroom or luggage storage service.

### **Concert: division into sectors**

ONLY FOR THE CONCERT on Saturday afternoon all the participants will be placed in the hall according to their singing voices (sopranos, contralto, tenors, bass and single voice / accompanist) indicated during the registration, which are printed on the badge and can no longer be modified.

Each zone will be clearly identified with designated signs and by service staff.

To smooth everyone's access, it is recommended not to occupy the seats with bags or other personal organization items, which could delay the arrangements of each section.

### **Concert: Dress Code**

Only for the concert in the Paul VI Hall and for Saturday afternoon, the following dress code is mandatory:

- men: dark suit, white shirt, without tie.
- women: dressed in black and stole found in the KIT
- each group can carry its own folder from his Choir.

These indications are valid for all adult participants, as well as for those who belong to "Companion / unique voice" section.

Priests and nuns can wear the usual clothes.

### **Collection of Chorales certificates**

Only for those who have requested it, the certificate of the choir must be collected on Friday and on Saturday, at the desk in the atrium of the Paul VI Hall. The certificate will NOT be sent a later stage.

### **Scores**

Each participant provides for his own scores. These were previously sent to all the group leaders to facilitate their study. Each participant is free to use the scores at his/her own initiative: on paper or on tablets, both for the concert and for all the other moments during the Conference.



### **Secretariat**

The Organizing Secretariat is located in the main entrance of the Paul VI Hall (right after the glass door on the left). At the Secretariat, it is possible to collect the participation KITS and enquire for information.

### **Restrooms at Paul VI Hall**

The toilets inside the Paul VI Hall are located on the lower floor of the Hall and are easily accessible.

### **Disabled People**

The entrance of disabled people to the Paul VI Hall takes place, like other participants, in Piazza del Sant'Uffizio, through a dedicated security control. These checks are carried out at the police station right in front of the Petriano Gate.

The pacemaker wearers, holding a valid medical certificate, should keep a safe distance from the metal detector and access the Hall following the instructions of the Security Guards.

### **Certificate of attendance**

The certificate personal certificate of attendance attests the participation to the Meeting of the Chorales at the Vatican. It is personal and nominative, and it is delivered for all participants.

The certificates will be sent to the group leaders by e-mail in digital format in the weeks following the event.

### **Journalists' accreditation at Paul VI Hall and at St. Peter's Basilica**

All journalists and communication operators who wish to attend the various meetings (Conference, Audience and Concert in Paul VI Hall, and Mass in St. Peter's Basilica) must send a request to the following email address [accreditamenti@salastampa.va](mailto:accreditamenti@salastampa.va).

If you are not already in possession of the ORDINARY accreditation to the Holy See Press Office, you must indicate the newspaper's name, the reason to attend, and attach a copy of the identity document.  
<http://press.vatican.va/content/salastampa/it/accrediti/pubblico/accredito.html>

### **Holy Mass**

The entrance to St. Peter's Basilica is from St. Peter's Square after mandatory security checks are required. Access to the Basilica is allowed to all those in possession of the pass. Once inside you can walk as you please, there are no restricted sectors.



### **Angelus**

At the end of the Holy Mass it is possible to leave the Basilica to go to St. Peter's Square to attend the Angelus prayer with Pope Francis. You can exit the Basilica directly from the central corridor and walk outside to reach St. Peter's Square.

### **Vatican Photo Service**

During the Audience on Saturday morning, and during the Concert on Saturday afternoon in the Paul VI Hall, the Photographic Service of the Osservatore Romano (official Vatican photographer) Covers the events by taking some pictures which can be purchased both in paper and in digital format by directly accessing the official website <http://www.photovat.com> where it will be possible to consult and choose images a few days after the event. The images chosen and purchased can be collected in person or received by ordinary mail upon agreement with the employees of the Photographic Service.

### **Social Media Policy**

Share your emotions and your experience as individuals or groups through social networks: always use the hashtags #IMCV2018 and #CoralInVaticano. Your posts, if public, will be displayed in real time on a special Social Wall in the Hall.