



HOLY SEE PRESS OFFICE

MEDIA OPERATIONS AND ACCREDITATIONS SECTOR

XVI Ordinary General Assembly of the Synod of Bishops “For a synodal Church: communion, participation, mission”

Second Session

Vatican, 2 - 27 October 2024

LOGISTICAL INFORMATION

Updated on 16/09/2024

Summary:

1. Information, services to journalists and access to the Holy See Press Office
2. Presence of accredited journalists and media operators during the events and the ceremonies
3. Accreditation of journalists and media operators
4. Requests for authorization for audio and video recording and photography
5. Working methods and conduct
6. Press centres and locations

1. INFORMATION, SERVICES TO JOURNALISTS AND ACCESS TO THE HOLY SEE PRESS OFFICE

1.1 *Work area and hours*

In the “Joaquín Navarro-Valls” Hall of the Holy See Press Office, via della Conciliazione 54, some workspaces are available, with WIFI network connection.

Opening hours of the Holy See Press Office, from 2 to 27 October 2024 (provisional):

Wednesday 2 October	08:00-20:00
From Monday to Friday (from 3 October)	08:30-17:00
Saturday	08:30-16:00
Sunday, 6, 13, 20 October	11:00-13:00
Wednesday, 9 October	08:30-21:00
Friday, 11 October	08:30-21:00
Sunday, 20 October	09:00-13:00
Saturday, 26 October	09:00-23:00
Sunday, 27 October	09:00-13:00

The staff of the Media Operations and Accreditations Sector of the Holy See Press Office will be available (at the entrance of the Holy See Press Office, via della Conciliazione, 54, on the right) according to the following schedule:

from Monday to Saturday: 11:00 - 14:00

1.2 *Streaming and live TV broadcasting*

On the website www.vaticannews.va, live transmissions of some events will be available via streaming. Vatican Media will be responsible for the distribution of the signal for live transmissions in broadcast quality. For further information write to: vaticanmedia@spc.va.

1.3 *Briefings and Press Conferences*

The Holy See Press Office will host Briefings and Press Conferences for accredited journalists in the “John Paul II” Hall, in some cases with the presence of the Synod Fathers and other participants in the Second Session of the XVI Ordinary General Assembly of the Synod of the Bishops.

Accredited journalists and media operators could access the simultaneous translation service in Italian, English, French, Spanish, Portuguese and German.

The dates and times of the synodal events for which it is possible to request accreditation may be consulted on the Calendar of the Holy See Press Office online accreditation system, available at press.vatican.va/accreditamenti. The Calendar will be updated regularly with the events as they are confirmed.



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1.3.1 Remote intervention by accredited journalists during Briefings and Press Conferences

Accredited journalists and media operators will receive the link to access the virtual platform and to participate actively in the Briefings and Press Conferences, with the possibility of asking questions and using the simultaneous translation service in Italian, English, French, Spanish, Portuguese and German.

It is necessary to access the virtual meeting using your own name and surname (nicknames are not permitted), and the link must not be passed on to third parties. Participants with incomplete names, alphanumeric codes or nicknames will not be admitted to the meeting. For the full duration of the Briefing or the Press Conference, the journalist's microphone must be in mute mode. In order to ask questions at the end of the interventions, it will be necessary to send a message in the chat with a booking request (it is not sufficient to "raise your hand" on the platform), and to be visible on video as soon as the question session begins. Requests will be dealt with in the same way as questions in the room; the answers will be provided exclusively by the participants, and only during the meetings.

1.4 Documentation for journalists with TEMPORARY and "REMOTE" TEMPORARY accreditation

Journalists with TEMPORARY and "REMOTE" TEMPORARY accreditation will receive the planned documentation relating to the Synod Assembly in electronic format.

1.5 Contacts with participants in the Synod Assembly

It is possible to send requests or communications to the Participants through the Synod Secretariat, by email at sinodo@salastampa.va.

1.6 Retreat for Synod Assembly Participants

On Monday 30 September and Tuesday 1 October 2024, the Participants of the Synod Assembly will participate in the "Retreat in preparation for the Second Session". Some events will be public and open to the press. Should the number of requests exceed the places available, priority criteria will be adopted. For further information or to request participation, please refer to the Calendar of the Online Accreditation System of the Holy See Press Office available at press.vatican.va/accreditamenti.

2. PRESENCE OF ACCREDITED JOURNALISTS AND MEDIA OPERATORS DURING THE CEREMONIES

2.1 Saint Peter's Basilica

- Penitential Vigil

Tuesday, 1 October 1, 2024, 18:00, Altar of Confession, St. Peter's Basilica

Access:

All journalists and media operators accredited for the event will have access to the press positions in Saint Peter's Basilica, within one hour of the beginning of the celebration.

The press positions in the Basilica are reserved firstly for audiovisual operators (photo, video and audio) with ORDINARY accreditation, and secondly for audiovisual operators (photo, video and audio) with TEMPORARY accreditation, then everyone else.

Filming inside the Basilica:

It will be possible to carry out video/photographic shoots (no interviews or stand-ups) throughout the proceedings, from the press locations only.

After the celebration:

After the celebration it will be possible to carry out stand-up and video and photographic shoots (not interviews) in Saint Peter's Square, not in the Basilica.

Live filming:

Inside the Basilica and in the entire area of Saint Peter's Square, live filming using digital and analogue cameras equipped with radio or wireless systems is forbidden, and it is not permitted to broadcast live events in any way.



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2.2 *Saint Peter's Square*

-Holy Mass and Opening of the Synod of Bishops

Wednesday 2 October 2024, 09:30, Saint Peter's Square

Access:

All journalists and media operators accredited for the event will be able Access to the Holy See Press Office, and the press position on the terrace of the "Braccio di Carlo Magno" side of the Colonnade of Saint Peter's Square.

Media operators with ORDINARY PHOTO accreditation may access, as usual, the area under the steps of Saint Peter's Square for the beginning of the celebration.

The sole access to the area of Saint Peter's Square will be through the last part of the left-side colonnade (see map attached fig.1 photo 4), from 07:30.

Before the Celebration:

Before the Celebration all accredited journalists and media operators of VIDEO and PHOTO media outlets will be permitted to carry out video and photo shoots (no interviews) on Saint Peter's Square until 45 minutes before the beginning of the Celebration. Subsequently they must all proceed to the press stand on the terrace of the "Braccio di Carlo Magno" side of the colonnade (TEMPORARY PHOTO and TEMPORARY AND ORDINARY VIDEO accreditation) or to the meeting point below the statue of Saint Peter (ordinary PHOTO accreditation).

During the Celebration:

During the Celebration it will be possible to carry out video and photo shoots exclusively from the terrace of the "Braccio di Carlo Magno".

After the Celebration:

After the Celebration it will be possible to carry out stand-ups and video and photo shoots (not interviews) in Saint Peter's square.

Live filming:

It is not permitted to carry out live filming using digital and analogue cameras equipped with radio or wireless systems, nor is it permitted to transmit the events live in any way, in any part of the area of Saint Peter's Square.

2.3 *Paul VI Hall*

- Opening Prayer and events open to the press of some General Congregations

The dates and times of the prayers and of the events open to the press of some General Congregations may be consulted, as they become available, by accessing the Calendar of the Holy See Press Office online accreditation system at press.vatican.va/accreditamenti. Should the number of applications exceed the available places, prioritization criteria will be adopted.

Access:

Accredited journalists and media operators are requested to arrive 30 minutes prior to the beginning of the event for which they have received confirmation of accreditation at the Press Area outside the Paul VI Hall, from where they will be accompanied by an official from the Holy See Press Office.

During the event:

Accredited journalists and media operators will be able to enter the Paul VI Hall in small groups, and follow the prayer and, when foreseen, of the events open to the press of some General Congregations.

Live filming:

In the areas of the events and in the entire area of Saint Peter's Square, it is not permitted to film live with digital and analogue cameras equipped with radio wireless systems, nor to transmit the events live in any way.



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2.4 Saint Peter's Basilica

- Holy Masses with the participants of the Synodal Assembly

Altar of the Chair, St. Peter's Basilica

The dates and times of the Holy Masses with the participants of the Synodal Assembly may be consulted by accessing the Calendar of the Holy See Press Office online accreditation system at press.vatican.va/accreditamenti.

If the number of requests exceeds the available places, priority criteria will be adopted

Access:

Accredited journalists and media operators are requested to be one hour before of the celebration at the Press Area outside the Paul VI Hall, from where they will be accompanied by an official from the Holy See Press Office and will have access and to the press positions in Saint Peter's Basilica.

Filming inside the Basilica:

It will be possible to carry out video/photographic shoots (no interviews or stand-ups) throughout the proceedings, from the press locations only.

Live filming:

Inside the Basilica and in the entire area of Saint Peter's Square, live filming using digital and analogue cameras equipped with radio or wireless systems is forbidden, and it is not permitted to broadcast live events in any way.

2.5 Pontifical Patristic Institute Augustinianum/Jesuit Curia Hall

- Theological-pastoral forums

The dates and times of the Forums may be consulted by accessing the Holy See Press Office Online Accreditation System Calendar available at press.vatican.va/accreditation.

If the number of requests exceeds the available places, priority criteria will be adopted.

Access:

Accredited journalists and media workers are asked to be 30 minutes before the start of the event for which they have received confirmation of accreditation.

2.6 Square of the Roman Protomartyrs

- Ecumenical prayer vigil

Wednesday 11 October 2024, 19:00, Square of the Roman Protomartyrs

All journalists and media operators accredited for the event will have access to the Holy See Press Office, and the press positions in the Square of the Roman Protomartyrs.

If the number of requests exceeds the available places, priority criteria will be adopted.

Access:

All journalists and media operators accredited for the event are asked to be at 18:00 at the Press Sector set up outside the Paul VI Hall, from where they will be accompanied by an Official of the Holy See Press Office and will have access to the press positions.

During the Vigil:

During the Vigil it will be possible to take video and photographic footage (not interviews or stand-up) exclusively from the press areas.

Live Filming:

Live filming with digital and analog cameras equipped with radio or wireless systems is not permitted in the entire area of the Square of the Roman Protomartyrs, nor is live broadcasting of events in any way.



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2.7 Saint Peter's Square

- Holy Mass and Canonization

Sunday 20 October 2024, 10:30, Saint Peter's Square

Access:

All journalists and media operators accredited for the event will have access to the Holy See Press Office, and the press position on the terrace of the "Braccio di Carlo Magno" side of the Colonnade of Saint Peter's Square.

Media operators with ORDINARY PHOTO accreditation may access, as usual, the area under the steps of Saint Peter's Square for the beginning of the celebration.

The sole access to the area of Saint Peter's Square will be through the last part of the left-side colonnade (see map attached fig.1 photo 4), from 07:30.

Before the Celebration:

Before the Celebration all accredited journalists and media operators of VIDEO and PHOTO media outlets will be permitted to carry out video and photo shoots (no interviews) on Saint Peter's Square until 45 minutes before the beginning of the Celebration. Subsequently they must all proceed to the press stand on the terrace of the "Braccio di Carlo Magno" side of the colonnade (TEMPORARY PHOTO and TEMPORARY AND ORDINARY VIDEO accreditation) or to the meeting point below the statue of Saint Peter (ordinary PHOTO accreditation).

During the Celebration:

During the Celebration it will be possible to carry out video and photo shoots exclusively from the terrace of the "Braccio di Carlo Magno".

After the Celebration:

After the Celebration it will be possible to carry out stand-ups and video and photo shoots (not interviews) in Saint Peter's square.

Live filming:

It is not permitted to carry out live filming using digital and analogue cameras equipped with radio or wireless systems, nor is it permitted to transmit the events live in any way, in any part of the area of Saint Peter's Square.

2.8 Saint Peter's Basilica

- Holy Mass for the Conclusion of the Synod of Bishops

Sunday 27 October 2024, 10:00, Altar of the Confession, Saint Peter's Basilica

Access:

All journalists and media operators accredited for the event will have access to the Holy See Press Office, and to the press positions in Saint Peter's Basilica.

It will be possible to have access to the positions within one hour of the beginning of the celebration.

The press positions in the Basilica are reserved firstly for audiovisual operators (photo, video and audio) with ORDINARY accreditation, and secondly for audiovisual operators (photo, video and audio) with TEMPORARY accreditation, then everyone else.

For those who are not granted access, it will be possible to follow the celebration on the screens at the Holy See Press Office.

Filming inside the Basilica:

It will be possible to carry out video/photographic shoots (no interviews or stand-ups) throughout the proceedings, from the press locations only.

After the celebration:

After the celebration it will be possible to carry out stand-up and video and photographic shoots (not interviews) in Saint Peter's Square, not in the Basilica.

Live filming:

Inside the Basilica and in the entire area of Saint Peter's Square, live filming using digital and analogue cameras equipped with radio or wireless systems is forbidden, and it is not permitted to broadcast live events in any way.



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3. ACCREDITATION OF JOURNALISTS AND MEDIA OPERATORS

3.1 ORDINARY Accreditation

The procedures for requesting accreditation and participation in events for journalists and media operators with ORDINARY accreditation remain unchanged and are dealt with through the online Accreditation System: press.vatican.va/accreditamenti

3.2 TEMPORARY Accreditation

Applications for TEMPORARY accreditation are to be made exclusively through the online Accreditation System, at press.vatican.va/accreditamenti.

After creating your own account, it will be necessary to select from the calendar the event “**Sinodo - Synod 2024**” and all the events you wish to attend.

You will be asked to upload a photograph, a valid ID document and a letter of request from the Direction of the media outlet represented, addressed to the Director of the Holy See Press Office, which must attest that you undertake to respect the professional ethical codes of journalism and in particular those relating to embargo.

The letter of application for accreditation of journalists and media operators (photo and video) must contain a declaration of use of the footage for reporting purposes only.

You are asked to select exclusively the events in which you intend to participate. Should it be impossible to attend an event for which accreditation has been requested, please withdraw your participation by clicking on the appropriate box in your user profile in the online Accreditation System.

The final deadline for accreditation requests is always 48 hours before the event you wish to attend.

Incomplete accreditation applications or those received after the deadline will not be considered.

3.3 Validity of TEMPORARY Accreditation

TEMPORARY accreditation will grant access to the Holy See Press Office, to the ceremonies and events for which participation has been confirmed, and will allow to receive the planned documentation relating to the Synod Assembly in electronic format.

3.4 Distribution of TEMPORARY accreditation cards

Press credentials for journalists and media operators will be distributed at the Media Operations and Accreditations Sector of the Holy See Press Office in Via della Conciliazione, 54 (see map attached, fig 1, photo 5) according to the provisional timetable published under 1.1.

Journalists and media operators unable to collect their accreditation cards in person are invited to nominate, in writing, a delegate who must also produce a copy of his or her own valid ID document.

Upon collection of TEMPORARY accreditation, a contribution towards administrative costs will be requested.

3.5 “REMOTE” TEMPORARY Accreditation (for press/radio editors and TV correspondents only)

Applications for “REMOTE” TEMPORARY accreditation are to be made exclusively through the online Accreditation System, at press.vatican.va/accreditamenti.

After creating your account, it will be necessary to select the event “**Sinodo - Synod 2024**” from the Calendar and check the appropriate box during the accreditation procedure. You will be asked to upload a photograph, a valid ID document and a letter of request from the Direction of the media outlet represented, addressed to the Director of the Holy See Press Office, which must specifically request “Remote Temporary Accreditation” and attest that you undertake to respect the professional ethical codes of journalism and in particular those relating to embargo.

The final deadline for remote accreditation requests is 48 hours before the period for which the accreditation is requested.

Incomplete accreditation applications or those received after the deadline will not be considered.

3.6 Validity of “REMOTE” TEMPORARY Accreditation (for press/radio editors and TV correspondents only)

“REMOTE” TEMPORARY accreditation will make it possible to follow press events for which remote participation is foreseen, and to receive the planned documentation relating to the Synod Assembly in electronic format.

3.7 Embargo on texts for news purposes

Given the possibility that journalists and media operators may come into contact with documents under embargo, the letter of application for accreditation must include a declaration of compliance with the ethical norms of journalism, in particular the rules relating to embargo.

Film and photographic footage will be permitted and may be used exclusively for reporting purposes, to the extent that there is a current interest in its publication or transmission as related to a public interest in information about current facts and events. The letter of application for accreditation of journalists and media operators (photo and video) must contain a declaration of use of the footage for reporting purposes only, in compliance with the regulations in this regard.



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3.8 Information concerning the accreditation procedure

For particular conditions or problems relating to the accreditation procedure, the office may be contacted via email at accreditamenti@salastampa.va or telephone +39-06-698.45600 (provisional timetable published under 1.1).

4. REQUESTS FOR AUTHORIZATION FOR AUDIO AND VIDEO RECORDING AND PHOTOGRAPHY

If not obtained during specific events present in the Calendar of the online Accreditation System for which accreditation is foreseen, all audio, video and photographic footage within the Vatican City State is subject to specific authorization.

Requests for news footage must be addressed to the Media Operations and Accreditations Sector of the Holy See Press Office (with whom it will be necessary to agree on the operating procedures) at least 48 hours before the activity, via the email address accreditamenti@salastampa.va.

5. WORKING METHODS AND CONDUCT

For each event, the Holy See Press Office provides information about the behaviour to be adopted, access, workstations and operating procedures: each accredited journalist and media operator is required to comply scrupulously with these instructions. The information mentioned always includes, but is not limited to, the following:

- respect for the places, the guest, participants in the event, colleagues and the staff of the Holy See;
- decorous clothing;
- compliance with any organisational, logistical and safety instructions that may be given;
- refraining from disturbing ceremonies with loud conversations, unauthorized movements and the like;
- refraining from smoking when events are taking place and outside the specific areas identified for this purpose.

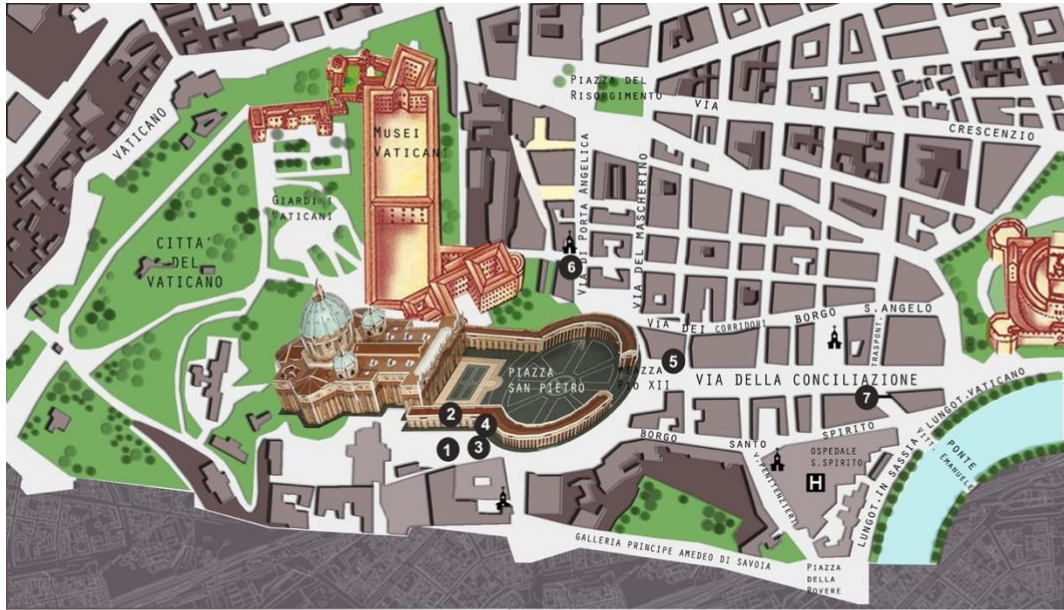
All accredited persons must show their accreditation card at the Holy See Press Office and at the ceremonial venues. The rule also applies to journalists and media operators with ORDINARY accreditation.



HOLY SEE PRESS OFFICE

MEDIA OPERATIONS AND ACCREDITATIONS SECTOR

PRESS LOCATIONS



 **HOLY SEE
PRESS OFFICE**

**Media Operations and
Accreditations Sector**

ADDRESS:
Via della Conciliazione, 54
00120 Vatican City

CONTACTS:
Phone: +39-06-698.45600

E-MAIL:
accreditamenti@salastampa.va

WEBSITE:
www.vatican.va

ON-LINE ACCREDITATION:
press.vatican.va/accreditamenti

1 PAOLO VI
AUDIENCE HALL

2 "CARLO MAGNO"
SIDE OF
THE COLONNADE

3 "PETRIANO"
ENTRANCE

4 ACCESS FOR THE PRESS
TO THE AREA OF
ST. PETER'S SQUARE

5 HOLY SEE
PRESS OFFICE

6 "ST. ANNE"
ENTRANCE

7 DICASTERY FOR
COMMUNICATION



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**HOLY SEE
PRESS OFFICE**

Fig. 1