

## **UNWTO REGIONAL CONFERENCE: STRENGTHENING BRAND AFRICA FOR THE SWIFT RECOVERY OF THE TOURISM SECTOR**

Windhoek, Namibia, from 14 to 16 June 2021

General Information Note  
May 2021  
Original: English

### **GENERAL INFORMATION NOTE**

1. **The UNWTO Regional Conference: Strengthening Brand Africa for the Swift Recovery of the Tourism Sector** organized by the **World Tourism Organization (UNWTO)** will take place in Windhoek, Namibia, **from 14 to 16 June 2021** at the kind invitation of the Government of Namibia. The conference is open to the participation of UNWTO Member States, UNWTO Affiliate Members, invited delegations, as well as to representatives of Tourism Boards.

2. **VENUE OF THE CONFERENCE**

The Conference will be held at:

**Windhoek Country Club and Resort**

B1 Western Bypass, Windhoek South

Windhoek

Website: <https://www.legacyhotels.co.za/hotels/windhoek-country-club-resort>

Contact persons

- Etienne van der Merwe (accommodation related)  
Email: [evdmerwe@legacyhotels.co.za](mailto:evdmerwe@legacyhotels.co.za)
- Lahya Tomas (conference related)  
Email : [wccrbgsales@legacyhotels.co.za](mailto:wccrbgsales@legacyhotels.co.za)  
T.: +264 61 2055002  
+264 61 205 5751

3. **CONTACT INFORMATION OF THE ORGANIZING COMMITTEE**

Governments and other delegates invited by the UNWTO Secretariat are requested to send their replies to the following addresses at the latest on **8<sup>th</sup> June 2021** indicating as much as possible, the composition of their delegations:

<p><b>Ms. Elcia Grandcourt</b> Director Regional Department for Africa World Tourism Organization Poeta Joan Maragall 42, 28020, Madrid Spain Tel.: (+34 91) 5678100 E-mail: <a href="mailto:rdaf@unwto.org">rdaf@unwto.org</a></p>	<p><b>Mr. Digu Noabeb</b> Chief Executive Officer Namibia Tourism Board Corner of Sam Nujoma Ave and Haddy Street Private Bag 3244 Windhoek Namibia Tel: (+264) 61 2906003 Email: <a href="mailto:flora.hazam@namibiatourism.com.na">flora.hazam@namibiatourism.com.na</a></p>
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#### 4. REGISTRATION FOR THE CONFERENCE AND ACCREDITATION

Registration for the conference is open and will be carried out online. Participants are requested to complete the registration form, available on the UNWTO website at <https://www.unwto.org/event/unwto-regional-conference-strengthening-brand-africa-for-the-swift-recovery-of-the-tourism-sectorb> at the latest on **8<sup>th</sup> June 2021**.

At the venue of the conference, a registration desk will be open **one day** before the start of the proceedings. Badges will be issued at the time of registration.

#### 5. STATUS OF PARTICIPANTS

The Government of The Republic of Namibia will take the necessary steps to facilitate the arrival and departure of participants invited by the Organizations, as well as their stay in Namibia. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations specialized agencies of 1947.

#### 6. ENTRY FORMALITIES

All delegates entering the Republic of Namibia are required to have a valid national passport (valid for at least six months before expiry date). The use of temporary passports or emergency travel certificates are not acceptable.

Delegations are strongly advised to apply for visas at Namibian Missions in their respective home countries. Participants from countries without access to Namibian embassy or consular services are advised to contact the organizing committee for assistance with the visa application process and issuance of visa on arrival.

Namibia has a visa exemption in place for all passport holders from Southern African Development Community (SADC) member states (except Comoros, Madagascar and Democratic Republic of

Congo) as well as for nationals holding Diplomatic and Official / Service Passports from the following African Countries:

Algeria	The Gambia
Benin	Ghana
Burkina Faso	Guinea
Burundi	Guinea Bissau
Cabo Verde	Kenya
Cameroon	Liberia
Central Africa Republic (CAR)	Madagascar
Chad	Mauritania
Comoros	Niger
Congo Brazzaville	Nigeria
Cote d' Ivoire	Rwanda
Democratic Republic of the Congo	Sahrawi Arab Democratic Republic
Djibouti	São Tomé and Príncipe
Egypt	Senegal
Equatorial Guinea	Sierra Leone
Eritrea	Togo
Ethiopia	Tunisia
Gabon	Uganda

## 7. TRANSPORT

The Ministry of Environment, Forestry and Tourism of Namibia will arrange free transport for all participants upon arrival and departure from the airport, as well as return transport between the recommended hotels and the conference venue. All participants are therefore requested to register online at the following link giving details of their arrival and departure: <https://www.unwto.org/event/unwto-regional-conference-strengthening-brand-africa-for-the-swift-recovery-of-the-tourism-sector>

## 8. AIRPORT TAXES

Not applicable (except for what is already included in the sales prices of flight tickets).

## 9. RECEPTION AT THE AIRPORT

Reception and information desks will be operated upon airport arrival to assist participants with immigration formalities, baggage collection, coordinate transport and transfers to the hotels that are recommended.

## 10. ACCOMMODATION

The delegates are requested to make their own arrangements directly by contacting their chosen hotel. Please consult below the list of the recommended hotels and when doing the booking, specify that you will be attending the UNWTO Regional Workshop on Tourism and Brand Africa in Windhoek, Namibia to be held from 14 to 16 June 2021.

*List of hotels recommended by the Ministry of Environment, Forestry and Tourism of Namibia:*

Hotels	Room Type	Price USD - 23/04/2021	Information Tel / Fax / Mail	Distance from the venue of the workshop
1. AVANI WINDHOEK HOTEL & CASINO (4 STAR)	Avani single room	• US\$ 83.95	<i>Adress: Gustav Voigts Centre, 129 Independence Avenue</i>	16 min (8.2 km) via B1
	Avani Double Room	• US\$ 100.74		
	Avani Superior Single Room	• US\$ 114.17	<i>Tel: +264 61 280 0990 +264 61 280 00664 +264 81 127 8291</i>	
	Avani Superior Double Room	• US\$ 130.96		
	Avani Business Single Room	• US\$ 134.31	<i>Fax: +264 61 222 260</i>	
	Avani Business Double Room	• US\$ 151.10	<i>Email <a href="mailto:rvanwyk@avanihotels.com">rvanwyk@avanihotels.com</a> <a href="mailto:cbeukes@avanihotels.com">cbeukes@avanihotels.com</a></i>	
	Avani Suite Single	• US\$ 167.89	<i>Contact persons Cheneviev Beukes Amanda Beukes Rayno van Wyk</i>	
Avani Suite Double	• US\$ 184.68			

2. <b>HILTON WINDHOEK (5 STAR)</b>	Standard Rooms Single	<ul style="list-style-type: none"> <li>• US\$ 97.38</li> </ul>	<i>Address: Cnr Reverend Michael Scott Street &amp; Sam Nujoma Drive</i>	15 min (8.2 km) via B1
	Standard Rooms Double	<ul style="list-style-type: none"> <li>• US\$ 107.45</li> </ul>		
	Deluxe rooms Single	<ul style="list-style-type: none"> <li>• US\$ 134.31</li> </ul>	<i>Fax: +264 61 296 2931</i>	
	Deluxe rooms Double	<ul style="list-style-type: none"> <li>• US\$ 155.80</li> </ul>		
	Executive rooms Single	<ul style="list-style-type: none"> <li>• US\$ 161.18</li> </ul>	<i>Email: <a href="mailto:victor.shimwandi@hilton.com">victor.shimwandi@hilton.com</a></i>	
	Executive rooms Double	<ul style="list-style-type: none"> <li>• US\$ 182.67</li> </ul>		
	Executive with garden Single	<ul style="list-style-type: none"> <li>• US\$ 181.32</li> </ul>		
	Executive with garden Double	<ul style="list-style-type: none"> <li>• US\$ 202.81</li> </ul>		
	Diplomatic Suite Single	<ul style="list-style-type: none"> <li>• US\$ 362.65</li> </ul>		
	Diplomatic Suite Double	<ul style="list-style-type: none"> <li>• US\$ 384.14</li> </ul>		
Presidential Suite Single	<ul style="list-style-type: none"> <li>• 482.86 USD</li> </ul>			
Presidential Suite Double	<ul style="list-style-type: none"> <li>• 504.35 USD</li> </ul>			

<b>3. PROTEA HOTEL WINDHOEK FURSTENH OF (3 STAR)</b>	Standard Single	<ul style="list-style-type: none"> <li>US\$ 67.16</li> </ul>	Address: 4 Dr. Frans Indongo Street  Tel. +264 61 237 380/ 209 0300  Fax: +264 (061) 237855  Email: <a href="mailto:sales2@proteahotels.com.na">sales2@proteahotels.com.na</a>  Contact Person Alexia Uamburu Ms. Soini Andreas	<i>12 min (7.7 km) via B1</i>
	Standard Double	<ul style="list-style-type: none"> <li>US\$ 83.95</li> </ul>		
	Deluxe Single	<ul style="list-style-type: none"> <li>US\$ 67.16</li> </ul>		
	Deluxe Double	<ul style="list-style-type: none"> <li>US\$ 83.95</li> </ul>		
	Executive Single	<ul style="list-style-type: none"> <li>US\$ 87.30</li> </ul>		
	Executive Double	<ul style="list-style-type: none"> <li>US\$ 104.09</li> </ul>		
<b>4. SAFARI COURT HOTEL (4 STAR AND 3 STAR OPTIONS)</b>	Classic Rooms Single	<ul style="list-style-type: none"> <li>US\$ 57.08</li> </ul>	Address: Corner of Auas and Aviation Streets  Tel.: +264 61 296 8940 +264 61 296 7180  Fax: +26461235652  Email: <a href="mailto:reservations@safarihotelsnamibia.com">reservations@safarihotelsnamibia.com</a>  Contact person Sanna Swartbooi	<i>9min (5.3 km) via Mandume Ndemufayo Ave/C26</i>
	Classic Rooms Double	<ul style="list-style-type: none"> <li>US\$ 65.81</li> </ul>		
	<u>Safari Hotel***</u>			
	Budget Rooms Single	<ul style="list-style-type: none"> <li>US\$ 43.65</li> </ul>		
	Budget Rooms Double	<ul style="list-style-type: none"> <li>US\$ 53.73</li> </ul>		
	Business rooms Single	<ul style="list-style-type: none"> <li>US\$ 48.69</li> </ul>		
Business rooms Double	<ul style="list-style-type: none"> <li>US\$ 59.10</li> </ul>			

5. <b>WINDHOEK COUNTRY CLUB RESORT (4 STAR)</b>	Single BB	<ul style="list-style-type: none"> <li>US\$ 61.52</li> </ul>	Address: B1 Western Bypass  Tel.: +264 61 2055002 +264 61 205 5751  Email: <a href="mailto:wccrasstfab@legacyhotels.co.za">wccrasstfab@legacyhotels.co.za</a> <a href="mailto:wccrbgsales@legacyhotels.co.za">wccrbgsales@legacyhotels.co.za</a>  <u>Contact persons</u> Enos Ngolo Lahya Tomas	Conference venue
	Sharing BB	<ul style="list-style-type: none"> <li>US\$ 85.42</li> </ul>		
	Single DBB <sup>1</sup>	<ul style="list-style-type: none"> <li>US\$ 71.79</li> </ul>		
	Sharing DBB	<ul style="list-style-type: none"> <li>US\$ 105.91</li> </ul>		

6. <b>HOTEL THURINGE RHOF (3 STAR)</b>	Single Room	<ul style="list-style-type: none"> <li>US\$ 43.65</li> </ul>	Address: 4 Dr. Frans Indongo Street  Tel.: +264 61 226 031 Fax.: +264 61 232 981	11 min (7.7 km) via B1
	Double Room	<ul style="list-style-type: none"> <li>US\$ 57.08</li> </ul>		

<sup>1</sup> DBB means dinner, bed and breakfast.

## 11. HEALTH REQUIREMENTS

The government of Namibia requires all travelers coming from countries endemic to **yellow fever** to produce proof of vaccination at border posts.

## 12. COVID-19 PROTOCOLS

### **Common guidelines for participants:**

- Follow World Health Organization recommendations;
- Follow the recommendations of Namibia on COVID-19 protocols;
- Participants must be notified before traveling what the host country's requirements are for entry. If participants are traveling by plane, they must also know the airline's conditions;
- All delegates, including those vaccinated, must upon arrival in Namibia present either a Negative SARS-COV-2 PCR Test (not older than 7 days).

**Participants must however check with their airlines in case they have different requirements and timeframes with regard to PCR testing;**

- If any participant presents COVID-19 symptoms (fever, cough, headache, muscle aches), they must isolate themselves ASAP in their room and notify the security coordinator assigned for the event, who will put the protocol into practice.

### **At the conference's venue, participants must:**

- Maintain social distance (in the seat and in moments of group conversation);
- The use of hydro alcoholic gels, preferably FFP2 masks are highly recommended, and the meeting rooms should be kept ventilated at all times.

### **The Government will provide the following services at the conference's venue:**

- A security coordinator in charge of COVID-19 matters;
- A telephone number and the protocol created for the meeting with the attendees;
- Hydroalcoholic gels, masks should be made available and social distancing must be ensured. If possible, the temperature of the attendees will also be taken.

### **If a participant becomes ill:**

- The Government will have at its disposal a medical care protocol, if any participant becomes ill, including COVID-19 infection, they must be treated. Severe cases will be treated in a previously identified hospital and mild cases may remain in their own hotel room or in the one assigned by the authorities with a COVID-19 area (if this is the case);
- The Government will contact a laboratory company that can perform PCR TEST and will coordinate all those participants who request the test.



### 13. WORKING LANGUAGES

The working language of the workshops taking place on 14<sup>th</sup> June 2021 will be **English**. There will be **simultaneous interpretation service for English and French** available throughout the whole Conference held on 15<sup>th</sup> June 2021.

### 14. CURRENCY REGULATIONS

The unit of currency is the Namibia Dollar. The South African Rand is also a legal tender in Namibia. Exchange rates to Euro is approximately 1 Euro for NAD 16.11 and 1 Dollar is approximately equivalent to NAD 14.49.

### 15. CLIMATE

The average temperature in Namibia in the month of June ranges from 7°C minimum to 20°C maximum.

### 16. LOCAL TIME

The time in Namibia is (GMT+2).

### 17. BUSINESS AND SHOPPING HOURS

- Offices and businesses are generally open from 08H00 to 17H00 from Mondays to Fridays; however, business hours for Government offices are from 08H00hrs – 13H00 and from 14H00 – 17H00. There is no service on weekends.
- Shops are normally open from 08H00 to 17H30 on weekdays and 08H00 to 13H00 on weekends. Most shopping malls close late at around 19H00.
- Most internationally recognized currencies can be exchanged at commercial banks, hotels and international airports. Major credit cards are accepted in most hotels, restaurants and shops.

### 18. INFORMATION ON THE WEBSITE

For further information on the conference, please refer to the UNWTO website:  
<https://www.unwto.org/event/unwto-regional-conference-strengthening-brand-africa-for-the-swift-recovery-of-the-tourism-sector>