



# Information and Communication Rights in Africa Conference

## *Information Note*

**Date:** 31 May – 2 June 2023

**Venue:** Windhoek Country Club, B1 Western Bypass, Windhoek South

**City and Country:** Windhoek, Namibia

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### Welcome

Fesmedia Africa welcomes you to Namibia for our Information and Communication Rights in Africa Conference. This note provides practical information to participants during their stay in Namibia. The program for the conference will be shared separately. We advise all participants to pay attention to the administrative announcements during the course of the conference for any possible changes

### Covid-19 Regulations

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No tests or vaccination certificates are required to enter Namibia. There is also no requirement to quarantine when arriving in Namibia, and the wearing of face masks is no longer mandatory. However, we provide masks upon request.

### Travel Insurance

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**Participants should ensure that international travel insurance is secured prior to their international travel.** The purpose of the insurance is to accommodate any illness and/or injury which may result in considerable expenses for medical care, evacuation, and other services that may occur during the participants' travel.

**All participants will be reimbursed for travel insurance costs, if they applied for it solely for this conference**

### Visa Application

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All participants that require a visa to enter Namibia have been sent relevant letters to facilitate the application process. We ask that you inform us via email at [maya@fesmedia.org](mailto:maya@fesmedia.org) should you be experiencing any challenges.

## Translation/Interpretation Services

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Interpretation services for French and English will be provided during the conference sessions but not during breaks. Documents will be translated into French and Portuguese for virtual participants.

## Airport Transfers (Arrival and Departure)

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- Pickup arrangements from and to the airport have been made with **Windhoek Country Club and Resorts**.
- **Mr. Samuel Jantze and his team will carry a board with the Fesmedia logo** for easy identification. They have been given your flight details and are aware of your arrival time.
- If it happens that you miss each other, it is recommended that you remain in the arrival area- **there will be a Conference Banner**- and not venture outside. Do not use alternative transport such as taxis as these will not be refunded.

**The contact person for the Shuttle is Mr. Samuel Jantze and his mobile number is +264 81 258 3570. Should you fail to reach him, please get in touch with the Fesmedia Africa team (see numbers on page 4)**

## Accommodation

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- You will be accommodated at the **Windhoek Country Club and Resort**, B1 Western Bypass, South of Windhoek, which is within the same premises the conference will be held.

- **Check-in**

14:00 pm -23:30 pm

- **Check-out**

05:00 am -10:00 am

**NB:** Late check-in and checkout is provided upon request. Please contact the fesmedia Africa team in advance.

- **Luggage safety**

Safe luggage storage facilities are available at the hotel in cases of late check-out.

Delegates are encouraged to use it.

## Meals

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- Breakfast is included in the accommodation package.
- Lunch is provided as part of the conference package for the entire conference duration as indicated in the invitation letter.
- Depending on time of arrival, dinner will be provided at the hotel. Dinners are as follows:
  - An open dinner (buffet) on the 30<sup>th</sup> of May,
  - A reception dinner on the 31<sup>st</sup> of May
  - An open dinner (buffet) on the 1<sup>st</sup> of June
  - An open dinner (buffet) on the 2<sup>nd</sup> of June

**NB: The dinners will be served with assorted non-alcoholic drinks. Any alcoholic beverages must be paid for by the delegate. Fesmedia Africa will pay for alcoholic beverages served during the reception dinner and the media reception lunch on the 2<sup>nd</sup> of June.**

## Internet/WIFI

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Wi-Fi access will be made available in all guest rooms and in the conference room(s)

## Financial Matters

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As stipulated in the invitation letter, Friedrich Ebert Stiftung/Fesmedia Africa will cover all participants' flight tickets, airport transfers, accommodation and meals. Therefore, as per our regulations, we will not pay a per diem or Daily Subsistence Allowance.

Expenses such as laundry, mini bar, in-room services, local phone calls, international phone calls, pay movie, lobby bar, etc. must be settled privately by the relevant participant before checking out.

## Currency

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The official currency in Namibia is the Namibian Dollar (NAD), but the South African Rand (ZAR) is also legal tender.

The Namibian Dollar (N\$) is equivalent to the South African Rand (ZAR)

<https://www.oanda.com/currency-converter/en/?from=ZAR&to=USD&amount=100>

## Hotel Facilities

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Windhoek Country club has the following facilities that might be of interest to participants

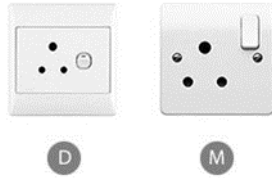
- A gym
- Tennis court
- Golf course
- Restaurant & bar
- Hair salon
- Swimming pool
- Desert Jewel Casino

***NB: Participants who want to make use of these facilities will have to bear the costs as Fesmedia Africa does not cover these activities.***

## Voltage and plugs

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Namibia operates on a 230V supply voltage and 50Hz. Namibia uses types D and M plugs. Plug type D is the plug with three round pins in a triangular pattern, and plug type M is the plug with three round pins (see images below). You are advised to bring your own adapter if needed.



## Necessities

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- There is a shopping centre nearby the Windhoek Country Club and Resort called “The Grove Mall”, which contains a pharmacy and a supermarket. It is a 7-minute drive from Windhoek Country Club and Resort
- Private taxis/transportation can be organized at the participants’ own costs.
- Participants are advised to download the taxi/cab applications (Indrive and Yango)

## Personal Safety

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The conference venue/s and residential facility are very safe for all participants. Outside of the hotel participants are advised to take precautions in their movements. If you go out, please leave valuables in the hotel safe or out of sight, walk in groups, and avoid walking alone at night.

## Climate and Weather

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- Namibia’s climate is **hot and dry**, with substantial seasonal fluctuations.
- In May/June it is winter in Namibia. Please ensure that you pack warm clothes as temperatures in Windhoek can go below 0°C at night. During the day, it ranges between 25° / 10° and 22° / 7°.

## Emergency numbers: Windhoek

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- Ambulance: Namibia Medical Rescue: +264-81-872 2233; EMED Rescue: +264-61-411 924 (both private)
- Windhoek City Police: +264-61-302 302; +264-61-290 2239
- Windhoek Fire Department: +264-61-211 111
- Windhoek Central Hospital +264 61 203 3111

## Key Contacts

	<p>Mr. Dickson Kasote          Programme Manager          Fesmedia Africa          Cell: +264 125 9119          Email: <a href="mailto:dickson@fesmedia.org">dickson@fesmedia.org</a></p>
	<p>Ms. Maya Kotungondo          Programme Support Manager          Fesmedia Africa          Cell: +264 81 141 4264          Email: <a href="mailto:maya@fesmedia.org">maya@fesmedia.org</a></p>
	<p>Ms. Emilia Shikwamhanda          Digital Rights Conference          Coordinator          Fesmedia Africa</p> <p>Cell: +264 81 3826320          Email: <a href="mailto:digital-rights@fesmedia.org">digital-rights@fesmedia.org</a></p>
	<p>Venue: Windhoek Country Club          Resorts</p> <p>Tel: +264 61 205 5911.</p> <p>Shuttle: +264 81 258 3570</p> <p>Website:  <a href="https://www.legacyhotels.co.za/hotels/windhoek-country-club-resort">https://www.legacyhotels.co.za/hotels/windhoek-country-club-resort</a>.</p>