



INTERNATIONAL RENEWABLE ENERGY SYMPOSIUM - IRES 2015 29 AND 30 OCTOBER 2015

INFORMATION NOTE FOR DELEGATES

1 EVENT DATE

The International Renewable Energy Symposium will take place on the 29th and 30th of October 2015 in Windhoek, Namibia.

2 CONFERENCE VENUE AND REGISTRATION

2.1 Venue

The IRES 2015 will be convened at the Nampower Convention Centre in Windhoek.

NamPower Convention Centre

Corner Goethe and Uhland Street,
Windhoek, Namibia
PO Box 9862, Windhoek, Namibia

T: +264 (0)61 292 3111

F: +264 (0)61 292 3103

W: info@npcc.com.na



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2.2 Registration

Registering for the conference will enable you to access your delegate's package, which comprises of a bag with the conference programme, background papers, your conference badge/ accreditation card, meal coupons, Symposium Dinner invitation card, a note pad and pen. To register, you will be asked to sign a form before your package is handed to you. Registration is at the Nampower Convention Centre.

Registration opens on the **28th of October 2015 at 14h00s**. All delegates are encouraged to register on the 28th of October to avoid standing in long queues. Registration will continue on **29 October 2015 from 08h00 to 09h00s**.

During registration you are also required to indicate the excursion option of choice (excursions will be on Saturday the 31st of October 2015 and they are optional for interested delegates). Below are the excursion options:

1. Tour of the City of Windhoek – limited number of delegates,
2. Tour of Habitat Research and Development Centre – “building in an energy efficient manner”, and
3. Tour of NamPower's Solar PV rooftop system – “Walking the Talk”.

2.3 Catering During the Meeting (29 and 30 October 2015)

Tea and lunch for the entire delegation will be provided at the Nampower Convention Centre. Water or a soft drink is included with the meal (lunch).

3 LOGISTICAL ARRANGEMENTS

3.1 Accommodation for Funded Delegates

The Host (Namibia Energy Institute) will cater for accommodation on a Bed & Breakfast option, as a courtesy for selected **keynote speakers**, as well as ground transport, from place of accommodation to symposium venue, for the duration of the Symposium.

All sponsored delegates are booked at Avani Windhoek Hotel and Casino. The booking covers bed and breakfast for the duration of the IRES 2015. Below are the hotel details.

Avani Windhoek Hotel and Casino

129 Independence Avenue, Windhoek, Namibia

T: + 264 61 280 0334

E: dneal.beukes@suninternational.com

W: <http://www.avanihotels.com/windhoek>

Please Note:

On the 31st of October 2015, only breakfast is included. All participants still resident at the hotel outside the Symposium period must pay their accommodation bills as well as meals bills at time of check out.

Any costs for Internet access, telephone usage, laundry services, beverages, private shuttle or taxi services are at your own expense and you are required to settle them before check out.



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3.2 Accommodation for self-funding delegates

Self-funding delegates are requested to make their hotel reservations directly with a hotel of their choice. A list of the recommended hotels is attached (**see Annexure A**). Kindly note that all self-funding delegates are responsible for settling their hotel accounts prior to checking out.

3.3 Transport

3.3.1 Airport transfers:

Funded delegates will be received at the airport and a shuttle will be provided from Hosea Kutako International Airport to Avani Windhoek Hotel and Casino, and back.

Self-funding delegates are advised to book their shuttle with the following service providers:

1. Shuttle Namibia

Tel: +264 61 302 007
Fax: +264 61 302 456
Mobile: +264 (0)811 228888 / +264 (0)811 499977
Email: shuttlenamibia@iway.na
Website: <http://www.shuttlenamibia.com>

2. Windhoek Transfers, Tours & Rentals

Tel: +264 61 258 792
Cell: +264 81 257 8601/ +264 81 245 0081
Email: tours@namibiatours.com.na / transfers@namibiatours.com.na
Website: www.namibiatours.com.na

3.3.2 Transport From Hotels to the Symposium Venue

Transport from selected hotels to the Symposium venue will be available from the hotels listed below **ONLY**. The shuttle departure times are listed in Table 1 below. Transport will only operate on the 29th and 30th of October 2015.

Table 1: Shuttle departure times from selected conference hotels

Hotel	Distance From the Symposium Venue	Shuttle Departure Time (Morning)
1. Protea Thuringerhof Hotel	3km	07h00
2. Avani Hotel and Casino	5km	07h15
3. Hilton Hotel	5km	07h25
4. Protea Furstenhof Hotel	6km	07h40

4 IMMIGRATION AND HEALTH REQUIREMENTS

4.1 Passports and Visas

All participants arriving in Namibia must hold valid passports. All passports must be valid for at least 30 days beyond the expected date of departure from the Republic and must have at least one unused passport page when presented for endorsement at the port of entry. Participants



who require visas are requested to arrange through Namibian diplomatic or consular missions in their respective countries.

Assistance with visa applications:

Kindly Note: Assistance with visa applications will be provided to delegates that reside in countries **without a Namibian consulate or embassy only**. The other delegates should visit the nearest Namibian consulate and apply for entry visas within their countries of origin.

For all delegates coming from countries without a Namibian consulate or embassy, kindly forward the following:

1. Copy of passport page with your full details
2. Proof of qualifications
3. Completed application form- application for visa form 3-1/003 attached below - available at <http://www.mha.gov.na/download-forms>

N.B. The visa takes 5 days to be processed, hence it is urgent for the information to be sent to Ms Greta Mukumbira, and copied to Ms Virginia Roman no later than **20 October 2015 at 16h00s**. No submissions will be processed after that date and time.

Email addresses:

- Greta Mukumbira: greatermukumbira@gmail.com
- Virginia Roman: vroman@polytechnic.edu.na

Table 2: Additional information – Business and Holiday Visas

Service	What documents do I require?	Fees
1. Business Visa	<ol style="list-style-type: none"> 1 Application Form 2 Passport (Original and certified copy reflecting relevant pages) 3 Motivation letter 4 Invitation letter from conference convener – Polytechnic of Namibia, Namibia Energy Institute 	<ul style="list-style-type: none"> • N\$ 80 - Handling Fee • N\$ 390 – Visa endorsement
2. Holiday Visa *** Kindly note selected countries are eligible to receive holiday visas at the Port of Entry	<ol style="list-style-type: none"> 1 Application Form 2 Passport (Original and certified copy reflecting relevant pages) 3 Motivation letter 4 Confirmed return ticket (if visiting by air) 5 Confirmation of length of stay 	<ul style="list-style-type: none"> • N\$ 80 - Handling Fee • N\$ 390 – Visa endorsement

5 IMMUNISATION REQUIREMENTS

5.1 Yellow Fever

As of 1 October 2011, Namibia requires all travellers journeying from yellow fever risk countries to show proof of yellow fever vaccination by means of a valid yellow fever certificate. This also applies to those who have transited through a yellow fever risk country. Failure to produce a



valid yellow fever vaccination certificate at a port of entry could lead to refusal of entry, or quarantine until the traveller's certificate becomes valid.

Countries for which a yellow fever vaccination certificate is required for entry into Namibia are Angola, Argentina, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Guinea-Bissau, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, French Guyana, Gabon, Gambia, Ghana, Guinea, Guyana, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Paraguay, Peru, Rwanda, Senegal, Sierra Leone, Sudan, Suriname, Togo, Trinidad and Tobago, Uganda, and Venezuela.

5.2 Malaria

The conference venue, Nampower Convention Centre as well as the Khomas Region, is Malaria free. If you plan to travel outside the Khomas region be aware of Malaria areas in the country. If you plan further travels in a Malaria zone, consult your travel doctor to prescribe the most appropriate anti-Malaria agent for your purposes.

5.3 Health Care: Travel Insurance

As with all international travel, it is strongly advised that delegates are adequately covered by international health insurance for the duration of the Symposium. Delegates are advised to obtain medical travel insurance from a reputable organisation. Such insurance will ensure a trouble free trip should medical treatment be required. Delegates are further advised that medical treatment at private facilities in Namibia is expensive, with public facilities also levying charges for services rendered. Please note the Symposium organisers will not cover any medical costs.

6 CUSTOMS REQUIREMENTS

All delegates must, after they have collected their entire luggage, proceed to the Customs declaration channels with their personal luggage to make a Customs Declaration to the officers manning the channels. Persons who have nothing to declare, have goods that fall within their duty free allowances and do not carry any prohibited or restricted goods, commercial goods or goods carried on behalf of another person may proceed to the Green Channel. In all other instances or where a traveler is not sure, the Red Channel should be selected.

Please note that all fresh produce, fruit, vegetables, seeds, plants, bulbs, tubers, cut flowers, cuttings of plants, honey, eggs, milk, cheese and all meat products are restricted from importation into Namibia. Should any delegate wish to import such, arrangements should be made with the Namibian Department of Agriculture for the importation of such.

The importation of medication is strictly controlled. You may import one month's supply of medication for personal use, provided that you are in possession of a prescription issued by a registered physician. Habits forming drugs, physiographic substances as well as counterfeit goods (goods which infringe intellectual property rights) are strictly prohibited for importation into Namibia.

Persons from the media or exhibitors in possession of cameras as well as other equipment carried as accompanied passenger luggage are advised to import such under cover of an ATA



Carnet in order to avoid unnecessary delays. Payment of Customs Duties and VAT may be made in Namibian dollars or by means of a credit card.

7 GENERAL INFORMATION

7.1 Banking Services and Currency

7.1.1 Currency Control

There are no limits on the amount of cash that visitors can bring into Namibia. However, some countries have limits on the export of bank notes and visitors are therefore advised to convert most of their money to traveller's cheques. The necessary permit should be obtained from the First National Bank of Namibia (the central bank of Namibia) if visitors wish to leave the country with more than **N\$ 10 000** in cash in their possession. Import of foreign currency is free, subject to declaration. Export of foreign currency is limited to the amount that the visitor declared upon arrival. For more information, contact any Customs and Excise Office.

7.1.2 Banking

Banks, bureaux de change, and Auto banks (ATM's, automated teller machines) are found in most towns and operate on a 24 hour basis. Banking hours are typically from 09h00 to 15h30 from Monday to Friday and 09h00 to 11h00 on Saturdays.

Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports. However, FNB is the only banking institution operating from 05:00 – 22:00 over weekends at the airport.








7.1.3 Credit Cards

All the major credit cards are accepted in Namibia although the Visa and Master Cards enjoy a greater popularity than Diners Club and American Express. The unit of currency is the Namibian dollar (N\$). Exchange rates are subject to fluctuation.

7.2 Weather Forecast

Throughout October, the most common forms of precipitation for Windhoek are cloudy with thunderstorms, light rain, and moderate rain. Daily temperatures average from between 22 – 23 °C. Refer to table 2 below for the weather forecast. Delegates are urged to pack an umbrella for the rainy conditions.

Table 3: Weather Forecast

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
						
22 / 33 °C	23 / 32 °C	24 / 33 °C	23 / 32 °C	23 / 33 °C	22 / 32 °C	20 / 32 °C

The time in Namibia is GMT +2.



7.3 Electricity Supply

In Namibia the standard voltage is 220 V. The standard frequency is 50 Hz. The power sockets that are used are of type D / M. Below you find pictures of these power sockets and corresponding plugs.



7.4 Postal and Internet Services

These services are available in most hotels. Enquire with the hotel whether the service is complementary or at one's own cost. However, the conference venue **WILL NOT** provide WI-FI services.

7.5 Drivers' Licences / Permits

Drivers must hold valid driving licences, which carry a photograph of the holder, and are either printed or authenticated in English. Namibia recognises international driving permits issued under the 1949 Convention on Road Traffic.

7.6 Business and Shopping Hours

Offices and businesses are generally open from 08h00 to 17h00 from Monday to Friday. Shopping hours vary but most shops at shopping malls are open from 09h00 to 19h00 from Monday to Friday and from 09h00 to 17h00 on Saturdays and Sundays between 09h00 and 13h00.

7.7 Value-added Tax

Value-added tax (VAT) is charged on most goods and services except when purchased in duty-free shops at international airports. The current rate is 14%. On presentation of the goods and tax invoices, VAT may be reclaimed at international airports.

7.8 Safety and Security

As always, travellers should take a few basic precautions to ensure a safe and pleasant visit:

- Never leave personal property unattended.
- Store valuables in your hotels safety deposit box.
- Keep your hotel room locked.
- Transport is available and can be booked.
- Avoid displaying expensive jewellery and cameras.
- Do not carry large sums of money on your person.
- Stay away from dark, isolated areas.

8 OFFICIAL ENQUIRIES

All official accomodation and travel logistics enquiries may be directed to:

NAME	TEL NO	MOBILE NO	FAX NO	EMAIL ADDRESS
Namibia Energy Institute (Host):				
Ms Hendrina David	+264 61 207 2589	+264 81 330 1400	+264 61 207 9589	hdavid@polytechnic.edu.na
Ms Virginia Roman	+264 61 207 2154	+264 81 129 9398	+264 61 207 9154	vroman@polytechnic.edu.na

All official programme related enquiries may be directed to:

NAME	TEL NO	MOBILE NO	FAX NO	EMAIL ADDRESS
Namibia Energy Institute (Host):				
Dr Zivayi Chiguvare	+264 61 207 2589	+264 81 150 0439	+264 61 207 9589	zchiguvare@polytechnic.edu.na
Ms Helvi Ileka	+264 61 207 2154	+264 81 128 8028	+264 61 207 9154	hileka@polytechnic.edu.na

All IT and breakaway room support enquiries may be directed to:

NAME	TEL NO	MOBILE NO	FAX NO	EMAIL ADDRESS
Namibia Energy Institute (Host):				
Mr David Nakapunda	+264 61 207 2589	+264 81 46 97460	+264 61 207 9589	princedauid35@gmail.com

All exhibition related enquiries may be directed to:

NAME	TEL NO	MOBILE NO	FAX NO	EMAIL ADDRESS
Namibia Energy Institute (Host):				
Ms Hendrina David	+264 61 207 2589	+264 81 330 1400	+264 61 207 9589	hdavid@polytechnic.edu.na



ANNEXURE A: LIST OF RECOMMENDED HOTELS

Table 4: List of Symposium recommended hotels

HOTEL	Distance From Main Conference Venue	Bed and Breakfast Room Rate (NAD)	Reservations – email address
1 Protea Thuringerhof Hotel	3km	Single 903.00 Double 1,138.00	som.thuringerhof@proteahotels.com
2 Avani Hotel and Casino	5km	Single 1,835.00 Double 2,015.00	kalahari.reservations@suninternational.com
3 Hilton Hotel	5km	Single 2,824.00 Double 3,218.00	wdhhi.reservations@hilton.com
4 Protea Furstenhof Hotel	6km	Single 1,420.00 Double 1,815.00	Fo.furstenhof@proteahotels.com

ANNEXURE B: LIST OF RECOMMENDED SHUTTLE COMPANIES

1. Shuttle Namibia

Tel: +264 61 302 007
Fax: +264 61 302 456
Mobile: +264 (0)811 228888 / +264 (0)811 499977
Email: shuttlenamibia@iway.na
Website: <http://www.shuttlenamibia.com>

2. Windhoek Transfers, Tours & Rentals

Tel: +264 61 258 792
Cell: +264 81 257 8601/ +264 81 245 0081
Email: tours@namibiatours.com / transfers@namibiatours.com
Website: www.namibiatours.com

3. Dial a Cab

Tel: +26461 22 3531
Cell: +26481 127 0557
Email: k-dial-a-cab@iway.na

