



## **GCF Regional Dialogue with Africa Windhoek, Namibia 6-10 November 2023**

### **PRACTICAL INFORMATION**

#### **VENUE**

The GCF Regional Dialogue with Africa will be held from 6 to 10 November 2023 at the Mercure Hotel Safari Court in Windhoek, Namibia.



Please note the venue location in Google Maps at the [following link](#).

#### **VISA**

##### **Visa**

Participants are urgently requested to verify whether they would require a visa for Namibia through <https://mha.gov.na/immigration-control>. Please carefully review all of the details, including the list of visa exempt countries, as some conditions vary depending on the type of passport.

The Namibian government has approved a visa on arrival arrangement for all delegates [who would normally require a visa] attending the event and arriving from outside Namibia. Those requiring visas will still need to download and complete the relevant application form and attach all required documents and present these to Namibian immigration on arrival. A fee of N\$1,200 (approx. USD65) is payable for a visa on arrival which the delegates must cover individually.

A letter confirming the arrangement of visa on arrival for event participants issued by the relevant authority in Namibia will be sent to all registered participants prior to their departure. As part of the arrangement, participants are requested to print out the confirmation of registration letter issued by the GCF in the name of the confirmed participant, to be used together with the government letter confirming visa on arrival arrangements [this means the letter from Namibia and the letter from GCF should be printed out and used jointly].

##### **Information for participants requiring a visa**

As part of the event registration, it is required for each participant who needs a visa for Namibia to provide the GCF with a scan of their passport photo page and fill out all relevant details of their passport in the event registration form. We kindly request all participants who have registered (as well as those who still intends to submit a registration) to review the visa information on the government website as stated above. In case of any issues, participants are requested to contact [petrus.muteyauli@mef.gov.na](mailto:petrus.muteyauli@mef.gov.na) / [pmuteyauli@yahoo.co.uk](mailto:pmuteyauli@yahoo.co.uk) or +264811288658 incl by Whatsapp.



### **Transit Visas**

Please note that arranging any required transit visas is a responsibility of the participant. Letters of invitation and letters of confirmation of registration issued by the Secretariat may be used in support of visa applications for transit visas.

## ARRANGEMENTS FOR SPONSORED PARTICIPANTS

Sponsored participants will be provided with flight tickets, hotel accommodation and a daily subsistence allowance (DSA) for the duration of their stay in line with the GCF travel policy. These arrangements will be made by the Delivery Partner (EIF Namibia) for the event and communicated directly to participants confirmed as sponsored. The DSA shall be paid to the eligible participants by cash on site.

It is recommended for self-supporting participants to make their own accommodation arrangements in the vicinity of the venue.

The Secretariat kindly requests participants to avoid sharing accommodation to minimize the risk of COVID transmission.

## ARRIVAL INTO NAMIBIA

### **Vaccination Status and COVID Entry Requirements**

As of August 2022, no COVID-19 vaccination certificate or presentation of test results is requested from visitors, regardless of their age or nationality.

### **Airport transfer**

The Delivery Partner has outsourced airport transfer to its 2 travel agents i.e. 4 Seasons Travels and Rennies Namibia. Representatives of these agents will meet the delegates in the arrival hall of Hosea Kutako International Airport. The cost of airport transfer for sponsored participants will be covered by the Delivery Partner. Self-supporting delegates can also be assisted through these arrangements with the Delivery Partner but will need to cover the cost personally. The latter are however at liberty to use private taxi's bearing Namibia Airport Company's (NAC) approval. Payment for airport transfer will be cash only in Namibian Dollars or South African Rand.

## COVID-19 MEASURES

Health and safety are a priority at this event, and COVID-19 protocols shall be maintained.

- **Wearing a face mask.** Participants are advised to wear masks. If they choose, participants can wear masks. It is no longer required to use it in enclosed locations in Namibia.
- **Maintaining physical distance.** Participants will be advised to maintain social distancing during the event, since that it is recommended as a preventive health measure,
- **Good personal hygiene.** All participants will be provided with access to hand sanitizer, and all meeting facilities and meeting rooms will be regularly sanitized.



### **Symptomatic or positive COVID Cases**

If at any point a participant experiences COVID symptoms, even if only mild, they are advised to stay in their accommodation and contact local health authorities for guidance – the first point of contact should be your accommodation provider.

## MISCELLANEOUS

### **Dress code**

The dress code for the event is smart casual.

### **Time difference**

Namibia is in the GMT+2 time zone.

### **Weather**

November is the start of summer in Namibia. The average temperature in Windhoek in November for a typical day ranges from a high of 33°C to a low of 15°C.

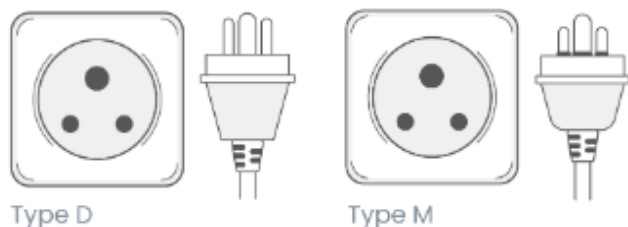
### **Currency and credit cards**

The unit of currency is Namibian Dollar (N\$) which pegged 1:1 to the South African Rand (ZAR). ZAR is therefore also a legal tender in Namibia. Exchange Rate as of 25 October 2023 is approx. N\$19 to USD \$1.

Major credit and debit cards (Visa, MasterCard) are widely accepted. ATMs are available in the arrivals hall of the Windhoek airport.

### **Electricity**

For Namibia there are two associated plug types, types D and M. Plug type D is the plug which has three round pins in a triangular pattern and plug type M is the plug which has three round pins. Namibia operates on a 230V supply voltage and 50Hz.



### **Insurance**

The organizers cannot accept liability for personal accident, loss, or damage to private property, which may be incurred as a result of the participation in the event. The GCF strongly recommends for all participants to obtain their own travel insurance before travelling to the event.

### **Emergency phone numbers**

In case of emergency, dial 10111, 999 or 112  
International SOS: 081 129 3137



### **Visiting Namibia**

To learn more about the country, please visit <https://visitnamibia.com.na/> and <https://www.windhoekcc.org.na/>

### **EVENT CONTACT**

With any queries for information not covered in this document, please contact the GCF events team at [GCF-events@gcfund.org](mailto:GCF-events@gcfund.org).