

ITU Advance Level Strategic Training on Cost Modeling and Pricing for Quad play /
Next Generation Access (NGA) for Africa- English Speaking
Windhoek, Namibia, 6 - 10 October 2014

PRACTICAL INFORMATION FOR PARTICIPANTS



Namibia is a large country with a surface area of 824,628 km² boarded by Angola, Zambia, Zimbabwe, Botswana and South Africa. Namibia derives her name from the Namib desert. The country has a population of about 2.2 million people and a population density of 2.2 persons/km². Windhoek is the capital city. Most tap water is purified and safe to drink.

LANGUAGES

The official language of the country is English although only 7% of the population speaks English. However, many other languages are spoken such as Oshiwabo, Herero, Nama, Damara, Afrikaans, German and others.

CLIMATE - TIME

Namibia has a desert climate. It is hot, dry and rainfall is very sparse and erratic. The coolest temperatures are found along the coast. The hottest months are December to March. Rainfall (if there is any) usually falls between October - April. June and July are the coldest months and temperatures vary between very cold at night to cold or mild during the day. September - October can start seeing warm temperatures already. Delegates for the workshop could expect

generally warm temperatures and cool evenings. Please include a sweater in your clothing.

Namibia Standard Time is 2 hours ahead of Greenwich Mean Time (2).

VISAS

Nationals from the countries listed below are not required to obtain visa, when traveling to Namibia as tourists or on business, for a maximum period of 90 days.

Angola	Ireland	Portugal
Australia	Italy	Russian Federation & Former U.S.S.R.
Austria	Japan	South Africa
Belgium	Kenya	Singapore
Botswana	Lesotho	Spain
Brazil	Liechtenstein	Swaziland
Canada	Luxembourg	Sweden
Cuba	Macau (SAR)	Switzerland
Denmark	Malaysia	Tanzania
Finland	Macau (SAR)	United Kingdom
France	Malawi	United States of America
Germany	Mauritius	Zambia
Ghana*	Mozambique	Zimbabwe
Hong Kong	New Zealand	
Iceland	Netherlands	
India*	Norway	

Note: * Applies only to Official and Diplomatic Passport Holders

For more information, please visit the website of the Ministry of Foreign Affairs to find about the current status of visa requirement of your countries <http://www.fma.gov.na>. Full passports are required by all.

If travelling to Namibia from South Africa, you require a multiple-entry visa to re-enter into South Africa. It is advisable to check for the latest visa requirement information with the Namibia representative in your country.

CURRENCY

1 Namibian Dollar (N\$) = 100 Namibian cents (Nc)

Namibia is part of the Rand Monetary Area and the South African Rand is accepted as legal currency. Most of the major credit cards are widely accepted. There are no restrictions on the import of foreign currency.

Exchange rates as at June 2014 are as follows:

1 United States Dollar = 10.7137

1 Pound = 18.0331

Consult the website of the Bank of Namibia at: <http://www.bon.com.na> on issues of currency and banks.

BANKS

There are several commercial banks available in Namibia and ATMs are widely distributed.

Banking hours: 09:00 – 16:00 weekdays

09:00 – 11:00 Saturdays

COMMUNICATION

Namibia has two major network operators namely Mobile Telecommunications Limited (MTC) and TN Mobile. Both companies offer a wide range of communication products for mobile and data services. Telecom Namibia Limited is the fixed line operator.

The websites are as follows: <http://www.mtc.com.na>
<http://www.telecom.na>

The Namibia Country Code: +264.

BUSINESS

Windhoek is a vibrant city that offers a large choice to the visitors in terms of shopping and different cuisine.

Shops: Monday to Friday: 08:00-17:30
Saturday: 08:00-14:00

Government Offices: Monday to Friday: 08:00-13:00 and 14:00-17:00

All goods and services are priced to include 15% VAT. Visitors may reclaim VAT.

ELECTRICITY

Electric Power is 220V running at 50Hz. Namibia uses a 3-pin South African round plugs.

INSURANCE

Delegates are reminded that they are responsible for their person insurance of all aspects relating to the participation at these meetings, including travel. If you need medical care whilst in Namibia, it is best to be aware that medical providers may not accept payment through your insurance company. In these circumstances you will have to pay in full after your treatment and file a claim with your insurance company for reimbursement. Therefore you should have access to cash, either from a credit card or by wire transfer. If you need assistance contact the country's local embassy or representative.

To be compensated you must be treated by licensed medical personnel and provide your insurance company with proper documentation and receipts.

It is advisable to always ensure you have a comprehensive travel insurance policy which covers you for repatriation to your home country.

VENUES, HOTELS AND ACCOMODATION

Windhoek has a number of comfortable world-class hotels and guesthouses. The Training will be held at the **Hilton Hotel** in the center of town. A special rate was negotiated for participants in the workshops.

Rate is N\$ 1,345.00 PP/Sharing per night.

www.windhoek.hilton.com | facebook.com/hilton.windhoek.namibia | twitter.com/hiltonwindhoek

Other hotels near the venue are:

- Furstenhof Hof N\$ 1,345.00 per Night - bang.furstenhof@proteahotels.com.na
- Pension Steiner N\$ 660.00 per Night - steiner@iafrica.com.na
- Thuringerhof N\$ 1,357.00 per Night - admin@thuringerhof@proteahotels.com.na

TRAVEL LOGISTICS

Transport will be provided to delegates on arrival and departure from the Airport and from the

designated/recommended hotels to the venue of the meeting.

Participants are requested to provide all travel information, including flight number, arrival and Departure dates and times by **1 October 2014** to Ms Sammeline Felix at sfelix@cran.na.

HOST DETAILS

Communications Regulatory Authority of Namibia (CRAN)

Communications House

56 Robert Mugabe Avenue

Windhoek, **Namibia**

Private Bag 13309

Windhoek, **Namibia**

Telephone: +264 61 222666 / Fax: +264 61 222790

Email: cran@cran.na - Website: www.cran.na



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HOTEL RESERVATION FORM

Family name and first name (capital letters please):

Position / Title:

Name of Organization / Entity:

Country:

Professional address:

Tel. :

Fax:

Email:

Passport Information for Visa: (Provide only if you need visa supporting letter)

Passport No.: _____

Passport Issue Date: _____

Passport Expiry Date: _____

Place of Issue: _____

Date of Birth: _____

Place of Birth: _____

Place of Getting Visa: _____

FLIGHT INFORMATION

Arrival Flight (Flight No./ Date/ Time):

Departure Flight (Flight No./ Date/ Time):

SELECTED HOTEL DETAILS

Hotel Name:

Room Type

Hotel Check-In Date:

Hotel Check-Out Date:

**Please return this duly complete form by 1 October
2014 to the following:**

Wallace Shepperson/Sammeline Felix

Tel.: +264 61 222 666

Fax: +264 61 222 790

Email:

wallace@conferencesystems.com.nasfelix@cran.nasfelix@cran.na

Ms. Cynthia Mapisire

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ITU Area Office for Southern Africa

HARARE

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