**CONVENTION FOR THE SAFEGUARDING OF THE   
INTANGIBLE CULTURAL HERITAGE**

**INTERGOVERNMENTAL COMMITTEE FOR THE  
SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Tenth session**

**Windhoek, Namibia**

**30 November to 4 December 2015**

**General Information**

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1. TENTH SESSION

The tenth session of the Intergovernmental Committee will be held in **Windhoek, Namibia**, from **30 November to 4 December 2015** at the **Windhoek Country Club and Resort**:

Address: B1 Western Bypass, Windhoek South, Namibia

Tel: +264 61 205 5911

Fax: +264 61 205 2797

E-mail: [windhoek@legacyhotels.com](mailto:windhoek@legacyhotels.com)

Website: [www.legacyhotels.co.za/en/hotels/windhoek](http://www.legacyhotels.co.za/en/hotels/windhoek)

All the relevant information is also available at: <http://www.unesco.org/culture/ich/en/10COM/>.

**The Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage** consists of 24 representatives of States Parties to the Convention for the Safeguarding of the Intangible Cultural Heritage, elected by the General Assembly of the States Parties to the Convention.

The current composition of the Committee is: (Group I) Belgium, Greece, Turkey, (Group II) Bulgaria, Hungary, Latvia, (Group III) Brazil, Peru, Saint Lucia, Uruguay, (Group IV) Afghanistan, India, Kyrgyzstan, Mongolia, Republic of Korea, (Group V(a)) Congo, Côte d’Ivoire, Ethiopia, Namibia, Nigeria, Uganda, (Group V(b)) Algeria, Egypt, Tunisia.

The elected members (Decision 9.COM 16) of the **Bureau of the tenth session of the Committee** are:

Chairperson: H.E. Ms Trudie Amulungu (Namibia)

Vice-Chairs: Belgium, Hungary, Brazil, India and Tunisia

Rapporteur: Mr Ahmed Aly Morsi (Egypt)

The working languages are English and French.

1. HOST COUNTRY CONTACTS

Host Ministry

**Ministry of Education, Arts and Culture, Republic of Namibia**

Address: Government Office Park  
 c/o Independence Avenue & Luther Street

Tel: +264 61 293 3524

Fax: +264 61 253 671

Contact persons

**Ms Ester Moombolah-Goagoses – Deputy Chairperson, Namibian National Organizing Committee for the tenth session of the Intergovernmental Committee**

Tel: +264 61 276 813 / + 264 81 128 8241

Fax: +264 61 221 916

Email: goagoses@hotmail.com

**Ms M’kariko Amagulu, Overall Manager for the preparation of the tenth session of the Intergovernmental Committee**

Tel: +264 61 293 3295 / +264 81 143 6556

Fax: +264 61 293 3209

Email: m’kariko.amagulu@moe.gov.na / [mkariko@hotmail.com](mailto:mkariko@hotmail.com)

**Mr Felix Amporo – Namibian Permanent Delegation to UNESCO**

Tel: +33 (0) 1 44 17 32 65 / + 33 6 81 09 62 99

Fax: +33 (0) 1 44 17 32 73

Email: dl.namibie@unesco-delegations.org / amporo@embassyofnamibia.fr

**Ms Bernadette Shooka - Protocol, Visa, Security and Accreditation**

Tel: +264 61 282 2487 / +264 81 1423032 or 0811416153

Fax: +264 61 221145

Email: [bshooka@mirco.gov.na](mailto:bshooka@mirco.gov.na)

**OR**

**Ms M’kariko Amagulu - Protocol, Visa, Security and Accreditation**

Tel: +264 61 293 3295 / +264 81 143 6556

Fax: +264 61 293 3209

Email: m’kariko.amagulu@moe.gov.na / [mkariko@hotmail.com](mailto:mkariko@hotmail.com)

**Mr Ervast Mtota – General National Coordination**

Tel: +264 61 293 3544 / +264 81 140 3524

Fax: +264 61 293 3209

Email: [emtota@gmail.com](mailto:emtota@gmail.com) /Ervast.Mtota@moe.gov.na

**Ms Eite Shiponeni – Immigration**

Tel: +264 61 292 2041 / +264 81 142 5457

Fax: +264 61 292 2220

Email: [eshiponeni@mha.gov.na](mailto:eshiponeni@mha.gov.na)

**Ms Saiya Shivandu – Customs and Excise**

Tel: +264 61 209 2324 / +264 81 278 0342

Fax: +264 88 628 253

Email: saiya.shivandu@gov.mof.na

**Mrs Gretta Gaspar – Accommodation**

Tel: +264 61 293 3363

Fax: +264 61 293 3209

Email: [gaspargretta@gmail.com](mailto:gaspargretta@gmail.com)

**Ms Regina Nashikaku – Transport and Logistics**

Tel: +264 61 293 3036 / +264 812856637

Fax: +264 61 293 3039

Email: [Regina.Nashikaku@moe.gov.na](mailto:Regina.Nashikaku@moe.gov.na)

1. REGISTRATION

The main participants of the tenth session of the Intergovernmental Committee are the 24 members of the Committee. All participants, delegates, observers and those wishing to attend the tenth session of the Committee are strongly advised to register **no later than 15 November 2015**. This is to allow the organizers sufficient time to process all the relevant information and to ensure that all the logistical arrangements are in place before the opening of the session. Please register online on the website of the tenth session of the Committee: <http://www.unesco.org/culture/ich/en/10COM/>.

If you are not able to register online, please use the registration form in **Annex A** and return it by e-mail to: [ichmeetings@unesco.org](mailto:ichmeetings@unesco.org).

All registered participants, delegates and observers are requested to inform the UNESCO Intangible Cultural Heritage Section of any subsequent changes to their travel arrangements. This will ensure that logistical arrangements are attended to smoothly.

1. ACCOMMODATION

**Participants are responsible for booking their own accommodation and for covering all costs incurred during their stay in Namibia.** It is strongly recommended that participants book their accommodation by **15 October 2015**. A list of designated hotels is available at the end of this document (Annex B). Please note that **Shuttle services** will be provided to participants **only to and from these designated hotels**. Accommodation bookings will be provided on a first-come-first-serve basis. A credit card number will be required by the hotels to reserve a room. Booking may be done through the below link; [www.UNESCO-10COM-Accommodation.com](http://www.UNESCO-10COM-Accommodation.com)

1. PASSPORT, VISAS AND OTHER TRAVEL INFORMATION

5.1 Immigration/Visa

All participants, delegates and observers are required to present a valid passport at the port of entry to legally enter the Republic of Namibia. The passport should be valid for at least six months from the date of arrival and should have at least three clean pages. Participants are kindly advised to check details regarding entry requirements into Namibia with particular reference to nationality and type of passport they hold with the nearest Namibian Embassy, Consulate or High Commission or should contact Ms Eite Shiponeni (Immigration) at tel: +264 61 292 2041 or by email: [eshiponeni@mha.gov.na](mailto:eshiponeni@mha.gov.na), Ms Bernadette Shooka (Protocol) at +264 61 2822487 or by email: bshooka@mirco.gov.na / Ms M’kariko Amagulu (Protocol) at +264 81 143 6556or by email: m’kariko.amagulu@moe.gov.na / [mkariko@hotmail.com](mailto:mkariko@hotmail.com) or Ms Saiya Shivandu (Customs) at +264 61 209 2324 or by e-mail: saiya.shivandu@gov.mof.na.

Details on visa requirements and application process are also available on the website of the Ministry of International Relations and Cooperation of Namibia at: [http://www.mirco.gov.na/.](http://www.mirco.gov.na/)

If you are travelling to Namibia via other countries, please familiarize yourself with the transit requirements of those countries before you travel to Namibia.

5.2 Health requirements

Entry into the Republic of Namibia does not require immunization. Participants travelling from areas where Yellow Fever is endemic should, however, present a yellow fever vaccination certificate. The vaccination must be obtained at least 10 days before entering Namibia.

5.3 Medical insurance and service

First-aid services will be provided at the meeting venue. Direction to the first aid room will be obtained from the reception. Participants are however expected to assume responsibility for medical costs of other treatments that they might receive while in Namibia. It is strongly recommended that participants purchase medical insurance in their home countries to cover medical costs while in Namibia on while in transit.

5.4 Travelling to and from Windhoek, Namibia

Hosea Kutako International Airport is the main international arrival and departure airport to Namibia and is situated 45 km east of the Capital City, Windhoek. **A welcome desk will be set up at Hosea Kutako International Airport from 27 November to 4 December 2015 to assist arriving and departing participants**.

**To facilitate airport transportation arrangements, all participants are kindly requested to submit their expected date and time of arrival in Windhoek and flight details to the Namibian National Organizing Committee** by email to: [Regina.Nashikaku@moe.gov.na](mailto:Regina.Nashikaku@moe.gov.na). Any subsequent changes should be similarly communicated to the same email address.

It is requested that the confirmed flight details of all participants, especially participating Heads of State / Government and Heads of Delegations, be provided, at least 30 working days in advance of the meeting.

1. LOCAL TRANSPORTATION

The Namibian National Organizing Committee will arrange transport for participants from the airport to the designated hotels as indicated in Annex B and from the designated hotels to the Windhoek Country Club and Resort, the conference venue in the morning

Shuttle bus services will be provided in the afternoon after the sessions for participants who are not booked at the Conference venue. Shuttle bus services will also be provided to venues for planned activities as per the conference programme.

**Please note** that participants not staying at the officially designated hotels will be responsible for arranging their own transportation to and from the airport as well as between their respective hotels and the conference venue, as well as to venues for planned activities as per the conference programme.

1. VENUE OF THE SESS**I**ON

7.1 Meeting venue

The meeting venue at the Windhoek Country Club Resort and Casino will be **Oryx rooms 1, 2 and 3** located on the ground floor of the hotel.

For general overview of the venue, please visit the website:  
[www.legacyhotels.co.za/en/hotels/windhoek](http://www.legacyhotels.co.za/en/hotels/windhoek)

7.2 Official opening, meetings and related events

The official opening ceremony of the tenth session of the Committee will take place at **5 p.m.** **on Sunday, 29 November 2015** at the Windhoek Country Club Resort and Casino.

The session of the Committee meeting will be held **daily from 9.30 a.m. to 12.30 p.m. and from 2.30 to 5.30 p.m. from 30 November to 4 December 2015**. The NGO Forum will also take place from 9:30 a.m. to 4 p.m. on 29 November 2015.

For more information on the programme of work, please refer to the provisional agenda, which can be retrieved from the UNESCO Secretariat’s website at: <http://www.unesco.org/culture/ich/en/10COM/>.

7.3 Interpretation

Simultaneous interpretation in the working languages of the Committee namely, English and French will be provided.

7.4 Documentation

For our concern for the environment and in order to reduce costs, printed copies of the documents will only be provided on request. All the documents for the tenth session can be downloaded at <http://www.unesco.org/culture/ich/en/10COM/>. During the meetings, participants are advised to bring their laptops for consulting the relevant working documents.

7.5 Meeting registration and information desk

Registration and information desk will be set up close to the security check points at the Windhoek Country Club Resort and Casino between 8 a.m. and 8 p.m from 27 November to 2 December 2015 and from 8 a.m to 6 p.m. the 3 and 4 December. Every participant, delegate and observer must register prior to the beginning of the session on the following website: [www.unesco.org/culture/ich/en/10COM](http://www.unesco.org/culture/ich/en/10COM). An information package on the meeting will be available at that time.

7.6 Security badges

Badges will be presented to the participants, delegates and observers at the registration and information desk. Participants must wear the badges at all times when entering the conference venue.

7.7 Participants’ lounge

A space between the registration desk and the interpreter’s lounge will be available at the Windhoek Country Club Resort and Casino to serve as a lounge for the participants during the session. A number of computers with internet access and printing facilities will be provided. The technical staff will be on site to assist participants.

7.8 Internet connection (Conference venue)

Free Wi-Fi connection is available at the meeting venue. The log-in information would be provided upon arrival.

7.9 Meals

During the meeting, lunch will be provided at a cost in the restaurants located on the ground floor of the conference venue. A continued coffee service will also be available at the conference venue.

1. MEDIA

8.1 Media Centre

A media centre will be provided for the media to cover the tenth session of the Committee at the Windhoek Country Club and Resort. The Press will also have access to the internet and fax machine.

8.2 Press conference room

Press conferences will be accommodated in **Oryx room 6** located on the ground floor of the conference venue. Access to this room is only allowed to the registered media. The schedule outlining press events will be available upon registration.

8.3 Press release

Press releases and photographs of the meeting will be posted on the meeting website. Press releases will be posted on the media room page and photographs displayed in the photo gallery.

1. RECEPTION PROGRAMME AND RELATED EVENTS

Registered participants, delegates and observers will be invited to receptions and other events during the tenth session of the Intergovernmental Committee for the Safeguarding of Intangible Cultural Heritage.

The programme will be available on the webpage of the convention <http://www.unesco.org/culture/ich/en/10COM/>.

1. COUNTRY INFORMATION

10.1 Namibia at a glance

Surface area: 824 268 km²

Population: 2.2 Million

Capital City: Windhoek

Official language: English

Currency: Namibia Dollar (N$)

Dialling code: +264

10.2 Government structure

Namibia is a constitutional democracy consisting of a Legislature (Parliament), Executive (Cabinet) and Judiciary (Courts). Namibia has a two Chamber Legislature, the National Assembly and the National Council.

10.3 Geography and climate

Namibia is situated in the south western part of Africa. The country is bordered along its entire western border by the Atlantic Ocean, while Botswana and Zimbabwe lie to the west. Angola and Zambia are Namibia’s northern neighbours and South Africa is in the South.Namibia has a population of about 2.2 million inhabitants and an area of 824 268 km².

Temperatures in Windhoek in November and December are between 15°C and 29°C. The days are generally hot while the nights are cooler.

10.4 Namibia and its people

Namibia is one of the most fascinating and diverse countries to visit. It is world famous for its highest dunes in the world at Sossusvlei and for the Etosha National Park, one of the world’s greatest conservation areas.

Namibia has a rich cultural and heritage diversity. The population is generally divided into eleven main cultural traditions.

10.5 Fauna and flora

Namibia is blessed with a rich variety of fauna and flora. It was the first country in the world to make protection of the environment part of its Constitution. The Etosha National Park is one of the most popular tourist destinations in Namibia and home to a variety of wildlife, including elephants, rhinos, lions, cheetahs, leopards, giraffes, various species of antelopes and birds.

Detailed information about tourism in Namibia can be found at the following website: [www.Namibiatourism.com.na](http://www.namibiatourism.com.na/)

10.6 The Capital City Windhoek

Windhoek is the capital city of Namibia and is located at the centre of the country surrounded by rolling mountains. Windhoek has an active and lively community of artists and craftspeople. For performing art enthusiasts, a welcome addition to the arts and entertainment scene is Backstage, an intimate lounge theatre where entertainment ranges from solo and ensemble performances of jazz, folk, bluegrass and classical music, to intimate dramas and belly dancing. The 99FM Playhouse Theatre, in the historical Old Breweries Building, presents plays and live music, including jazz, blues and cabaret.

10.7 Currency

The official currency is the Namibian Dollar (N$). The South African Rand is a legal tender in Namibia. N$/US Dollar = 12.17 (latest). Foreign exchange services are available at all banks. Banking hours are from 9 a.m. to 3.30 p.m. from Monday to Friday and 8.30 to 11.30 a.m. on Saturday.

10.8 Electricity supply

The electrical current in Namibia is 220 volts, 50 cycles. Namibian outlets commonly use the three-pronged plug (also known as the South African plug). Adapters can be bought in Windhoek and other major towns.

10.9 Time zone

Namibia is two hours ahead of Greenwich Mean Time (GMT+2) in summer months, from October to March.

10.10 Banking services

Banks are open between 9 a.m. to 3.30 p.m., Monday to Friday. On Saturday banking hours are from 9.30 to 11 a.m. Most banks have a Bureau de Change and all internationally recognized currencies can be exchanged. Most establishments in the country accept international credit cards. Automatic Teller Machines (ATM) are available throughout the city.

10.11 Important contact numbers

Emergency numbers

Namibian Police Emergency +264 (61) 10111

City Police - Crime Prevention Unit (24 hours) +264 (61) 290 2239 / 290 2018

City Police - Fire Brigade +264 (61) 21 1111

(Ambulance, accidents and injuries) +264 (61) 211 111

Aeromed +264 (61) 249 777 / 230 505

Med Rescue +264 (61) 230 505/6/7

Hospitals

Medi-Clinic Windhoek +264 (61) 222 687/4331000

Windhoek Central State Hospital +264 (61) 203 9111

Roman Catholic Hospital +264 (61) 2702167

Rhino Park Private Hospital +264 9610 225 434

Vehicle breakdown services

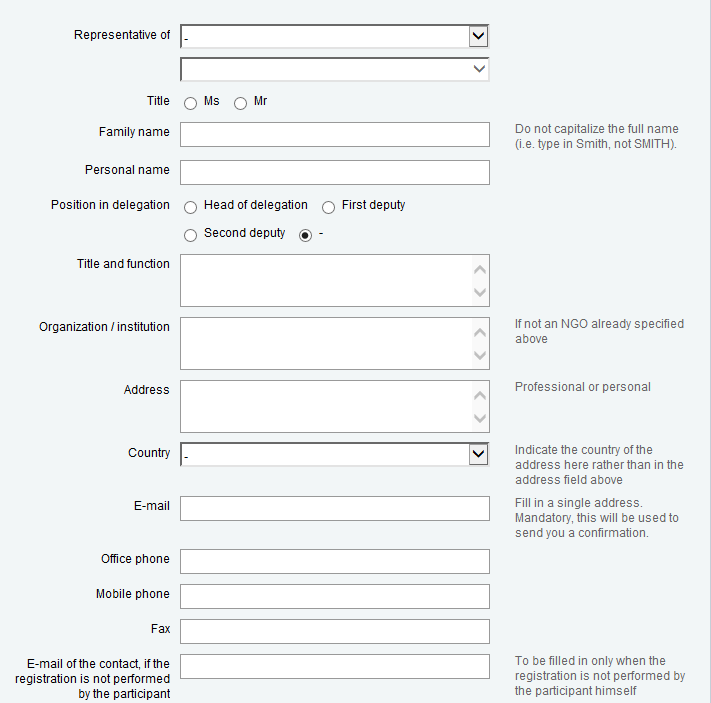
Breakdown Services + 264 (61) 230 823 / 240 733

Valley Recovery Services + 264 (61) 227 164

Town Tow-in Services + 264 (61) 210 779

Road Guard Emergency + 264 (61) 210 780

# ANNEX A REGISTRATION FORM FOR THE TENTH SESSION OF THE COMMITTEE

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# ANNEX B RECOMMENDED HOTELS AND RATES

**(Detailed information of some hotels listed below is also enclosed)**

| **HOTEL NAMES** | **ROOM TYPE** | **RATES** | **CONTACT DETAILS** |
| --- | --- | --- | --- |
| **AREBBUSCH**  **\*\*\*** | Luxury | Pp N$1095 2p N$ 1380 | Tel: +264 61 252 255  Fax: +264 61 251 670  Email: [hr@arebbusch.com](mailto:hr@arebbusch.com)  <http://www.arebbusch.com/> |
| Self-Catering | **N$940 with two beds** |
|  | 3single beds N$ 1100 |
|  | **4 single beds N$1380** |
| Standard | N$ 870 |
|  | N$ 10502pp |
| **PROTEA HOTEL THURINGERHOF**  **\*\*\*** | Single | N$ 903 | Tel: +264 61 226 031  Fax: +264 61 232 981  Email: [gm.thuringerhof@proteahotels.com.na](mailto:gm.thuringerhof@proteahotels.com.na)  <http://www.proteahotels.com/> |
| Double | N$ 1173 |
| Twin | N$ 1173 |
| Suet | N$ 1716 |
| Junior | N$ 1919 |
| family | N$ 1979 |
| **PROTEA HOTEL FURSTENHOFF**  **\*\*\*\*** | Executive | N$1610 | 4 Dr Frans Indongo Street  Windhoek  Tel: +264 61 237380  Fax: +264 61 237855  Email: [furstenhof@proteahotels.com.na](mailto:furstenhof@proteahotels.com.na)  <http://www.proteahotels.com/> |
| superior Single | N$1320 |
| Double | N$1610 |
| Deluxe | N$1320 |
| Single | N$1610 |
| Double |  |
| **ROOF OF AFRICA**  **\*\*\*\*** | Standard | N$ 976.70 | Tel: +264 61 254708  Fax: +264 61 248048  Mobile: +264 811244930  Email: [info@roofofafrica.com](mailto:info@roofofafrica.com)  http://www.roofofafrica.com |
| Single |  |
| Double | N$ 1373.48 |
| Luxury |  |
| Single | N$ 1322.61 |
| Double | N$1617.65 |
| Every extra bed | N$255.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **HOTEL NAMES** | **ROOM TYPE** | **RATES** | **CONTACT DETAILS** |
| **AVANI WINDHOEK HOTEL AND CASINO**  **\*\*\*\*** | Avani Room | Single: N$1080.00 Double: N$1260.00 | Avani Windhoek Hotel and Casino ,  129 Independence Avenue,  Gustav Voight Centre,  Windhoek, Namibia  Tel: +264 61 280 0000  E-Mail: [windhoek@avanihotels.com](mailto:windhoek@avanihotels.com)  URL:<http://www.avanihotels.com/windhoek/> |
| Avani Superior | Single: N$1325.00  Double: N$1505.00 |
| Avani Suite | Single N$2820.00 Double: N$3000.00 |
| Avani Presidential suite | Single N$4120.00 Double: N$4300.00 |
| **HILTON HOTEL**  **\*\*\*\*\*** | Standard | N$ 1750.00 | Rev. Michael Scott Street  Windhoek  Tel: +264 61 2962929  Fax: +264 61 2962931  Email: [Teun.engbers@hilton.com](mailto:Teun.engbers@hilton.com)  <http://www3.hilton.com/en/hotels/namibia/hilton-windhoek-WDHHIHI/about/index.html> |
| Deluxe | N$ 1900.00 |
| Executive | N$2300.00 |
| Diplomatic | N$5300.00 |
| Presidential | N$ 9000.00 |
| **ROSAHOFF HOTEL**  **Free WiFi** | Single BB | N$550.00 | Tel: +264 61 227379  Fax: +264 61 227379  Email: [rosahoff@iway.na](mailto:rosahoff@iway.na) |
| Double BB | N$800.00 |
| Triple BB | N$1000.00 |
| Family (4) Room BB | N$1300.000 |
| **SAFARI HOTEL AND CASINO**  **\*\*\*** |  | Provided upon signing a contract | Corner of Auas and Aviation streets  Windhoek  Tel: +264 61 1967180  Fax: +264 61 235652  Email: [safai@safarihotelsnamibia.com](mailto:safai@safarihotelsnamibia.com)  [reservations@safarihotelsnamibia.com](mailto:reservations@safarihotelsnamibia.com)  <http://www.safarihotelsnamibia.com/> |
| luxury room |  |
| Deluxe rooms |  |
| Family suite |  |
| Executive suites |  |
| Presidential suite |  |
| **SAFARI COURT HOTEL**  **\*\*\*\*** |  |  | Tel: +264 61 2968651  Fax: +264 61 249300  [marketing@safrihotelsnamibia.com](mailto:marketing@safrihotelsnamibia.com) |
| **HOTEL THULE**  **\*\*\*\*** | Single room: | N$932.00 | 1 Gorges Street Windhoek Namibia  Tel: +264 61 371950  Fax: +264 61 371967  Email: [reservations@hotelthule.com](mailto:reservations@hotelthule.com) |
| Double room: | N$1296.00 |
|  | Triple room: | N$1878.50 |
| **CASA BLANCA BOUTIQUE HOTEL** | Standard Single Room | N$924.00 | Address: c/o Gous & Fritsche St, Pioneerspark, Windhoek, Namibia  Tel: +264 (61) 249 623   * Fax: +264 (61) 249 622   Email: [casablanca@afol.com.na](mailto:casablanca@afol.com.na)  URL: <http://www.casablancahotelnamibia.com/> |
| Standard Double Room | N$1331.00 |
| Luxury Single Room | N$1200.00 |
| Luxury Double Room | N$1800.00 |
| Extra Bed | N$418.00 |
| **HOTEL NAMES** | **ROOM TYPE** | **RATES** | **CONTACT DETAILS** |
| **PENSION CORI** | Single room  Twin room  Double room  Family room | N$ 450.00  N$ 600.00  N$ 700.00  N$ 800.00 | Tel: +264 61 228840  Fax:+264 61 225806  Email: [cori@iway.na](mailto:cori@iway.na) |
| **PENSION DRN INTERNATIONAL (GUEST HOUSE)** | Double Self-Contained  Standard double room  Family room  Suit room  **Breakfast N$35.00 pp** | N$ 561.00  N$ 357.00  N$ 397.00  N$ 680.00 | Tel: +264 61 254144  Fax: +264 61 235004  Email: [bookings@drn-nam.com](mailto:bookings@drn-nam.com) |

|  |
| --- |
| **Arebbusch Travel Lodge** |
| **Category: 4 Stars**  Situated near Eros Airport, this lodge is 0.8 km from Independance Stadium and within 10 km of Hero´s Acre and Zoo Park. All 101 rooms at Arebbusch Travel Lodge provide conveniences like Free Wifi, coffee makers, refrigerators and digital TV. Other amnenities include a conference center, a business center, and conference rooms. |
| **Hotel Rates\***  Luxury: N$ 1095/ N$ 1380 (2 Persons)  Self-Catering: N$ 940 (2 beds)/ N$ 1100 (3 Single beds)/ N$ 1380 (4 Single beds)  Standard: N$ 870/ N$ 1050 (double bed)  **Number of rooms:** 101 |
| **Distance from the meeting place:** 2,6 km/ 4 min. drive/ 20 min. walking |
| Address: Arebbush Travel Lodge, Corner Auas and Golf Street, Windhoek 80160, Namibia  Tel.: +264 61 252 255  Fax: +264 61 251670  E-Mail: [reservations@arebbusch.com](mailto:reservations@arebbusch.com)  URL: <http://www.arebbusch.com/> |

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| **Macintosh HD:Users:Sophia:Desktop:NAMIBIA:Natcom_Work:Hotel_Liste:protea_logo.png**  **Protea Hotel Thuringerhof** |
| **Category: 3 Stars**  Situated in the business district of Windhoek is Protea Hotel Thuringerhof – a cosy hotel that offers inter-leading family rooms to make your family feel at home. The hotel also offers business facilities, such as Wi-Fi connectivity and conferencing facilities that can accommodate up to 130 delegates and is only 1km from the closest convention centre, making it ideal for all corporate travellers. |
| **Hotel Rates\***  Single: N$ 903  Double: N$ 1173  Twin: N$ 1173  Suet: N$ 1716  Junior: N$ 1919  Family: N$ 1979 |
| **Distance from the meeting place:** 8,1 km/ 12 min. drive/ 1 hour 30 min. walking |
| Address:Protea Hotel Thuringerhof, Corner Bahnhof & Independance Avenue, Windhoek, Namibia  Tel.: +264 61 226031  E-Mail: gm.thuringerhof@proteahotels.com.na  URL: <http://www.proteahotels.com/> |

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| **Protea Hotel Furstenhof** |
| **Category: 4 Stars**  Protea Hotel Fürstenhof is only five minutes’ walk from the city centre and offers easy access to taxis. The hotel has a sparkling swimming pool, same-day laundry services, free Wi-Fi and a shuttle service. The decor is fresh and modern – offering a true escape from anything average. |
| **Hotel Rates\***  Executive: N$ 1610  Superior Single: N$ 1320  Double: N$ 1610  Deluxe: N$ 1320  Single: N$ 1610 |
| **Distance from the meeting place:** 8,3 km/ 11 min. drive/ 1 hour walking |
| Address:Protea Hotel Fürstenhof, 4 Frans Indongo Street, Windhoek, Namibia  Tel.: +264 (0) 61 237 380  Fax: +264 61 251670  E-Mail: furstenhof@proteahotels.com.na  URL: <http://www.proteahotels.com/> |

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| **Roof of Africa** |
| **Category: 3 Stars**  The Roof of Africa Hotel & Conference Centre is conveniently located just 15 minutes walk from the City Centre and Independence Avenue. There is a selection of restaurants within 5 minutes walking distance, shops and banks are also located nearby. The hotel has 27 well appointed rooms all equipped with Air Conditioning/ Heating, Telephone, Satellite TV, Electronic Safe, Tea & Coffee Facilities and free Wi-Fi Internet. |
| **Hotel Rates \***  Standard: N$ 967.70  Single: N$ 1322.61  Double: N$ 1378.48  Double: N$ 1617.65  Every extra bed: N$ 2555 |
| **Distance from the meeting place:** 11,0 km/ 17 min. drive/ 1 hour 54 min. walking |
| Address:Roof of Africa, 126 Nelson Mandela Ave, Windhoek, Namibia  Tel: +264 61 254708  Fax: +264 61 248048  Mobile: +264 811244930  E-Mail: info@roofofafrica.com  URL: http://www.roofofafrica.com |

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| [AVANI Hotels & Resorts Logo](http://www.avanihotels.com/)  **Avani Windhoek Hotel and Casino** |
| **Category: 4 Stars**  The Avani Windhoek Hotel and Casino has a total of 173 rooms, incorporating: 151 Twin rooms, 16 Luxury rooms, 5 Deluxe suites, 1 Presidential suite. All rooms are air-conditioned, equipped with satellite TV, radio, telephone, bath/shower, electric shaver plug (220 volts AC, 50 cycles), hairdryer, mini-bar, a butler tray for tea and coffee. Email connection and international adaptor. 24-hour room service. |
| **Hotel Rates \***  Avani Room: Single N$1080.00 Double: N$1260.00  Avani Superior: Single N$1325.00 Double: N$1505.00  Avani Suite: Single N$2820.00 Double: N$3000.00  Avani Presidential: Single N$4120.00 Double: N$4300.00 |
| **Distance from the meeting place:** 8,6 km/ 13 min. drive/ 1 hour 28 min. walking |
| Address: Avani Windhoek Hotel and Casino , 129 Independence Avenue,  Gustav Voight Centre, Windhoek, Namibia  Tel.: +264 61 280 0000  E-Mail: [windhoek@avanihotels.com](mailto:windhoek@avanihotels.com)  URL: <http://www.avanihotels.com/windhoek/> |
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| **Hilton Hotel** |
| **Category: 4 Stars**  The hotel boasts an [ideal location](http://www3.hilton.com/en/hotels/namibia/hilton-windhoek-WDHHIHI/maps-directions/index.html) in the heart of the Windhoek central business district, and is close to shopping venues and popular attractions. The 150 [guest rooms and suites](http://www3.hilton.com/en/hotels/namibia/hilton-windhoek-WDHHIHI/accommodations/index.html) offer access to a 24-hour fitness center, an 18m heated lap pool and the rejuvenating Breeze Spa. |
| **Hotel Rates\***  Standard: N$ 1750  Deluxe: N$ 1900  Executive: N$ 2300  Diplomatic: N$ 5300  Presidential: N$ 9000  **Number of rooms:** 150 |
| **Distance from the meeting place:** 7,5 km/ 11 min. drive/ 1 hour walking |
| Address:Hilton Windhoek, Rev. Michael Scott Street, Windhoek, Namibia  Tel.: +264 61 1962929  Fax: +264 61 2962931  E-Mail: wdhhi.reservations@hilton.com  URL:http://www3.hilton.com/en/hotels/namibia/hilton-windhoek-WDHHIHI/about/index.html |

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| **Safari Hotel and Casino** |
| **Category: 3 Stars (Hotel) and 4 Stars (Court)**  [Hotel Safari\*\*\*](http://www.safarihotelsnamibia.com/hotel-safari/) is one of the most well-known hotels in Namibia and caters for the holiday maker, the family, the businessman and conference delegate alike. It is located in a Windhoek residential district and next to Eros Airport. All rooms have a sitting area, air-conditioning and heating, en-suite bathroom with a bath-shower combination (Business Class Rooms) or shower (Standard Rooms), toilet, electrical shaving plug (220volts). |
| **Hotel Rates\***  Provided upon signing a contract |
| **Distance from the meeting place:** 2,8 km/ 5 min. drive/ 35 min. walking |
| Address: Safari Hotel and Casino, Corner of Auas and Aviation street, Windhoek, Namibia  Tel.: +264 61 1967180  Fax: +264 61 235652  E-Mail: [reservations@safarihotelsnamibia.com](mailto:reservations@safarihotelsnamibia.com)  URL: <http://www.safarihotelsnamibia.com/> |

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| **Hotel Thule** |
| **Category: 4 Stars**  Hotel Thule offers exclusive accommodation in the heart of Windhoek close to Windhoek's CBD. Situated as a pristine hilltop venue. Spectacular views of the city and picturesque Auas Mountains give a sense of tranquillity away from the busy city centre. Hotel Thule has various [facilities](http://www.hotelthule.com/facilities.php) and is very popular for weddings, corporate events and informal private occasions with a capacity of 60 people per venue. Luxurious accommodation is spoiling our guests in single, twin, double and family rooms.  http://www.hotelthule.com/general_images/large/71c_terraceviewday.jpghttp://www.hotelthule.com/general_images/large/99b_single.jpg |
| **Hotel Rates\***  Single room: N$932.00  Double room: N$1296.00  Triple room: N$1878.50 |
| **Distance from the meeting place:** |
| Address: 1 Gorges Street, Windhoek Tel: +264 61 371950  Fax: +264 61 371967  Email: [reservations@hotelthule.com](mailto:reservations@hotelthule.com)  URL: <http://www.hotelthule.com/aboutus.php> |

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| **[http://www.casablancahotelnamibia.com/new/wp-content/uploads/2014/08/Logo-s.jpg](http://www.casablancahotelnamibia.com/)**  **Casa Blanca Boutique Hotel** |
| **Category: stars**  Casa Blanca offers Spanish-style architecture and tranquil garden, this boutique hotel pension provides relaxed accommodation for business travellers and tourists alike.  pool [http://www.casablancahotelnamibia.com/wp-content/uploads/2014/08/IMG_6399-450x300.jpg](http://www.casablancahotelnamibia.com/wp-content/uploads/2014/08/IMG_6399.jpg) |
| **Hotel Rates\***   |  |  | | --- | --- | | Standard Single Room | N$924.00 | | Standard Double Room | N$1331.00 | | Extra Bed | N$418.00 | |  |  | |  |  | |
| **Distance from the meeting place:** approximately 4 – 5 km |
| Address: c/o Gous & Fritsche St, Pioneerspark, Windhoek, Namibia  Tel: +264 (61) 249 623   * Fax: +264 (61) 249 622   Email: [casablanca@afol.com.na](mailto:casablanca@afol.com.na)  URL: <http://www.casablancahotelnamibia.com/> |

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| http://www.pension-cori-namibia.com/images/Hotel%20Pension%20Cori%20.png  **Pension Cori** |
| Hotel Pension Cori is centrally situated (about 5 minutes' walk to the city centre) and comprises of 18 luxury en-suite rooms (38 beds). All rooms are equipped with TV, telephone, ceiling fan and/or air-conditioner, heater and tea/coffee facilities.  We have a luxury Stand-up Tan Can if you want to enhance your looks as well as a showroom equipped with massage machines for treatments on appointment after a long drive or to loose some weight. Laundry facilities are available. Transport available on request.  [http://www.pension-cori-namibia.com/images/thumb1.jpg](http://www.pension-cori-namibia.com/images/gallery1.jpg) [http://www.pension-cori-namibia.com/images/thumb2.jpg](http://www.pension-cori-namibia.com/images/gallery2.jpg) [http://www.pension-cori-namibia.com/images/thumb6.jpg](http://www.pension-cori-namibia.com/images/gallery6.jpg) |
| **Pension Rates\***  Single room N$450.00  Twin room N$600.00  Double room N$700.00  Family room (3) N$800.00  Family room (4) N$900.00 |
| **Distance from the meeting place:** approximately 7km |
| Address: 8 Puccini Street Windhoek West  Tel: +264 61 228840  Fax: +264 61 225806 Cell: +264 81 127 7397  E-mail: [cori@iway.na](mailto:cori@iway.na)  Website: [www.pension-cori-namibia.com](http://www.pension-cori-namibia.com) |