INFORMATION NOTE FOR DELEGATES

UNESCO-SOUTHERN AFRICA SUB-REGIONAL FORUM ON ARTIFICIAL INTELLIGENCE (SARFAI)

WINDHOEK, SAFARI HOTEL, NAMIBIA

7 – 9 SEPTEMBER 2022

1. INTRODUCTION

The Government of the Republic of Namibia through the Ministry of Higher Education, Technology and Innovation (MHETI) entered into a host country Agreement with the United Nations Educational, Scientific and Cultural Organization (UNESCO) on hosting the UNESCO-Southern Africa sub-Regional Forum on Artificial Intelligence (SARFAI) from 7-9 September 2022 at Safari Hotel, Windhoek, Namibia.

This information note provides the forum’s general information and details relating to, inter alia, registration, transportation, visa applications and access to local services.

2. VENUE

The Forum will be held at Safari Hotel in Windhoek, Namibia.

ADDRESS: Corner of Auas and Aviation Streets, Windhoek, Namibia
TELEPHONE: +264 61 296 8000
GPS Coordinates: -22.598113, 17.083528

3. REGISTRATION & ACCREDITATION

All delegates attending the SARFAI will require prior registration and accreditation. Registration can be done online via the SARFAI website: https://sarfa2022.org or directly accessing the registration link at: https://sarfa2022.org/#register
Accreditation will start on 04 September 2022 at Safari Hotel, and will be conducted daily from 08:00 to 18:00.

NB: All Delegates will be issued with identification badges and access to the forum rooms will strictly be on identification.

4. FLIGHTS AND TRANSPORTATION

Delegates are responsible for their own flight reservations, and are advised to book their flights to land at the Hosea Kutako International Airport, Windhoek.

All delegates will be received by designated Government officials at Hosea Kutako International Airport. A Protocol Officer will be attached to each Minister to assist during their stay in Windhoek-Namibia and act as the liaison person between the Minister and the host country on all pertinent issues.

Please note that transportation for all delegates will consist of pick up from airport to the hotel, as well as from the hotel to the airport. Delegates who will not be accommodated at the forum venue will be picked from their respective hotels to the forum venue and back.

The distance from Hosea Kutako International Airport, Windhoek to the Safari Hotel is approximately 45 kilometers.

Contact persons for transport:

1. Mr. Jeremia Haipinge
   Tel: +264 61 435 6020
   Mobile No.: +264 81 1274368

2. Mr. Ovehi Kasaona
   Mobile No.: +264 81 4684699

3. Mr. David Vatilifa
   Tel: +264 61435 6032
   Mobile No.: +264 81 4816755

5. ACCOMMODATION

Delegates are expected to make their own accommodation reservations at hotels of their choice. A list of accommodation facilities in the vicinity of the Forum venue is attached hereto as Annexure 1.

UNESCO will provide complimentary accommodation for the participating Ministers and a Technical expert per member states for the duration of SARFAI. Accommodation is inclusive of, breakfast only. Ministers and technical experts will be required to settle any other additional costs. Kindly note that this courtesy can
only be transferred to officials delegated in writing, to attend the forum on behalf of the Minister.

Lunch: All delegates to the SARFAI Forum will be provided with Lunch for the period of the forum.

6. VISA INFORMATION

Delegates from countries with Namibian diplomatic mission must apply their visas through the Namibian diplomatic mission offices in their respective countries, at a cost.

Delegates from countries without Namibian diplomatic mission will be issued with visas upon arrival at a cost.

Delegates from countries with Namibian diplomatic missions who opt to apply for visas upon arrival will be issued with visas but at a surcharge.

Foreign media practitioners must seek accreditation with the Ministry of Information and Communication Technology. For media accreditation, please contact Hendrina Filipus at the following contacts: Email: Hendrina.Filipus@mict.gov.na; Mobile No.: + 264 811459849

Further information on visa applications can be found on the website for the Ministry of Home Affairs, Immigration, Safety and Security: www.mha.gov.na

7. LANGUAGE

Namibia has one official language, English. The common language spoken in Namibia is English. The forum will be conducted in English with French and Portuguese interpretation to be provided.

8. DOCUMENTATION

The Secretariat of SARFAI recognizes the importance of environmental sustainability and encourages the developments toward 100% paperless conferences and events.

As such, all forum documents will be made available on the website and printing will be reduced to the minimum. Whenever possible, delegates are encouraged to bring along their laptops and tablets for easy access of the documentations.

9. HEALTH REQUIREMENTS

Delegates are required to carry their COVID-19 vaccination certificates. In the absence of vaccination certificate, it is required to present a negative SARS-CoV-2 PCR test result which is not older than 72 hours calculated from the date the sample for testing was taken.
10. CURRENCY

The Namibian Dollar is the used currency in the country. The exchange rate is as follows: The US Dollar to the Namibian Dollar is 1USD = (N$ 16.65 19 August 2022) (subject to change)

Bureau de Change facilities are available at Hosea Kutako International Airport (Windhoek). Master Cards and Visa Cards may also be used. The Namibian Banks are First National Bank, Standard Bank, Bank Windhoek, Nedbank and Letshego Bank.

11. SECURITY

Security will be provided to all delegates for the duration of the forum by the Namibian Police (NAMPOL).

All delegates are kindly requested to not leave any personal possessions unattended throughout your stay in Namibia. Please always be in possession of your passports.

12. MOBILE TELEPHONE SERVICE PROVIDERS

Namibian mobile telephone service providers are MTC and TN Mobile. To obtain a sim card (from any shopping outlet), the following will be needed: identity document (passport) and proof of residence. Safari Hotel provides Wi-Fi connection.
Annexe 1  
ACCOMMODATION FACILITIES

Negotiated rates have been secured with most accommodation facilities indicated in the list below for delegates attending the SARFAI Forum. Direct bookings should be made by contacting the accommodation facility of choice directly. These facilities hotels accept payments in Namibian Dollar (N$) and South African Rand (ZAR).

<table>
<thead>
<tr>
<th>HOTEL NAME</th>
<th>RATES</th>
<th>ADDRESS</th>
<th>DISTANCE FROM MEETING VENUE</th>
<th>CONTACT DETAILS</th>
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</thead>
<tbody>
<tr>
<td>Safari Hotels</td>
<td>Single Room - N$ 1400.00</td>
<td>Auas &amp; Aviation Roads, P O Box 3900, Windhoek</td>
<td>Meeting venue</td>
<td>Tel: +264 61 296 7180 Email: <a href="mailto:reservations2@safarihotelsnamibia.com">reservations2@safarihotelsnamibia.com</a></td>
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<tr>
<td></td>
<td>Double Room - N$ 1840.00</td>
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<tr>
<td>Hilton Hotel</td>
<td>Single Room – N$1700.00</td>
<td>Rev. Michael Scott Street, Windhoek P.O. Box 70, Windhoek</td>
<td>3.9 Km (8 Minutes)</td>
<td>Tel: 061-296 2929 Email: <a href="mailto:wdhhi.resevations@hilton.com">wdhhi.resevations@hilton.com</a></td>
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<td></td>
<td>Double Room – N$2050.00</td>
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<tr>
<td>Avani Hotel &amp; Casino</td>
<td>Single Room - N$2114.00</td>
<td>Gustav Vohts Centre, 129 Independence Avenue</td>
<td>5.1 Km (8 minutes)</td>
<td>Tel: +264 61 280 0663/4 Email: <a href="mailto:windhoek@avanihotels.com">windhoek@avanihotels.com</a></td>
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<td></td>
<td>Double Room - N$ 2445.00</td>
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<td>Place of Serenity CC</td>
<td>Single Room – N$575.00</td>
<td>6 Gous Street Pionierspark, Windhoek</td>
<td>3.7 Km (6Minutes)</td>
<td>Tel: +264 61 214 763/+264 81 7380613 Email: <a href="mailto:info@placeserenity.com">info@placeserenity.com</a></td>
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<td></td>
<td>Double Room – N$800.00</td>
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<tr>
<td>Uzuri Guesthouse CC</td>
<td>Single Room - N$ 650.00</td>
<td>154 Jan Jonker Road Windhoek P.O. Box 90023, Windhoek</td>
<td>3.2 Km (6 Minutes)</td>
<td>Tel: +264 61 300 760/+264 81 803 9832 Email: <a href="mailto:uzuri@iway.na">uzuri@iway.na</a></td>
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<td></td>
<td>Double Room - N$ 850.00</td>
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<td>Hotel Name</td>
<td>Room Type</td>
<td>Room Rate</td>
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<td>Arebbush Travel Lodge &amp; Accommodation</td>
<td>Single Room</td>
<td>N$980.00</td>
<td>Corner Aus &amp; Golf Street, Windhoek</td>
<td>1.9 Km</td>
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<td></td>
<td>Double Room</td>
<td>N$1225.00</td>
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<td>3 minutes</td>
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<td>Uhland Hotel</td>
<td>Single Room</td>
<td>N$896.00</td>
<td>147. Dr Kenneth David Kaunda Street, Windhoek</td>
<td>6.4 Km</td>
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<td></td>
<td>Double Room</td>
<td>N$1030.00</td>
<td>P.O. Box 9789, Windhoek</td>
<td>12 Minutes</td>
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<tr>
<td>Casa African Hotel Pension</td>
<td>Single Room</td>
<td>N$866.00</td>
<td>Heinitzburg Street, Windhoek</td>
<td>3.7 Km</td>
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<tr>
<td></td>
<td>Double Room</td>
<td>N$1002.00</td>
<td>P.O. Box 23054, Windhoek</td>
<td>7 Minutes</td>
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