



Children and AIDS: The Social Protection Response The Role of Parliaments

Eastern and Southern Africa Parliamentary Regional Workshop hosted by the Parliament of Namibia
and organized by the Inter-Parliamentary Union (IPU) and UNICEF

Windhoek, Namibia, 20-22 October 2010

General Information

The regional workshop for Parliaments on "*Children and AIDS: The Social Protection Response - The Role of Parliaments*", organised by the National Assembly of Namibia, the Inter-Parliamentary Union and UNICEF will be held in Windhoek, at the Safari Court Hotel and Conference Centre, from 20 to 22 October 2010.

REGISTRATION

Invited parliaments are requested to send their list of participants attending the workshop as soon as possible and **no later than 20 September 2010**, using the enclosed registration form, to the following addresses:

National Assembly of Namibia
14a Love Street
Private Bag 13323
Windhoek
Namibia

Tel: +264-61 2882509/2598
Fax: 264-61-231626 or +264-61-239419
e-mail: e.mkusa@parliament.gov.na or
parliament@parliament.gov.na

cc: Inter-Parliamentary Union
5 Chemin du pommier
Case Postale 330
1218 GENEVE, Switzerland
Tel: 41 22 919 41 50
Fax: 41 22 919 41 60
E-mail: postbox@mail.ipu.org

HOTEL ACCOMMODATION AND RESERVATIONS

For practical reasons, it is proposed that participants stay at the Safari Hotel/Court. To that end, the National Assembly of Namibia has negotiated special rates indicated below, including breakfast (reservation form attached). Delegates shall have to pay their own accommodation charges directly to the hotel. Participants who would prefer accommodation in other hotels are kindly requested to inform the National Assembly of Namibia well in advance which will make the necessary arrangements.

Safari Hotel

Standard room (single) N\$624-00 (+USD86)
Business class (single) N\$798-00 (+USD109)

Standard room(double) N\$776-00 (+USD106)
Business room (double) N\$952-00 (+USD130)

Safari Court

Standard room (double) N\$934-00 (+USD127)
Business class (double) N\$1036-00 (+USD142)

ARRIVAL AND DEPARTURE

In order to ensure an efficient reception service, all participants are kindly requested to provide sufficient arrival and departure information, including dates, flight numbers and arrival and departure times on the hotel reservation form.

A reception service will be provided for participants at the Hosea Kutako International Airport and the Safari Hotel/Court from 19 to 23 October 2010.

The reception service will assist with arrival and departure formalities and transfers to the hotels. This service will also operate at the end of the workshop to assist participants with transfers from their hotels to the airport.

VISAS

Participants from countries requiring an entry visa are requested to contact the nearest Namibian Diplomatic Mission where visas will be issued. Only in cases where it is impossible for participants to obtain a visa at home will a visa be delivered to them upon arrival at Hosea Kutako International Airport. These participants are requested to send a photocopy of their passport to Ms. Emilia Mkusa at e.mkusa@parliament.gov.na or parliament@parliament.gov.na indicating the precise date and time of arrival as well as their flight number.

VACCINATION AND HEALTH

Although yellow fever is not a disease risk in Namibia, the government requires travellers arriving from countries where yellow fever is present to present proof of yellow fever vaccination.

During the workshop first aid facilities will be provided within the workshop venue. All other medical facilities and prescriptions will be at the participants' own expense.

REGISTRATION AND INFORMATION DESK

A Registration and Information Desk will be available to participants in the workshop venue from 19 to 23 October 2010.

Participants are kindly requested to register with this service as soon as possible after their arrival. It will issue identity badges, deal with enquiries concerning the workshop and handle messages and mail.

SECURITY

All necessary security measures will be taken by the national authorities. Participants are required to wear their identity badges visibly at all times when they are in the workshop venue and at all official functions during the workshop.

WEATHER CONDITIONS

Windhoek has a semi-desert climate, with very hot summers and mild winters. In October, the average maximum temperature in the city is 29 degrees centigrade and the average minimum temperature is 15 degrees centigrade.

CURRENCY REGULATIONS

In principle, there are no restrictions. Participants may import and export any amount of foreign currency provided this is declared upon entry into the country. Credit cards such as MasterCard, Visa, Diners Club and American Express are generally accepted. Traveller's cheques and foreign currency can be exchanged during normal banking hours at any commercial banks in Namibia.

In July 2010, the exchange rate was about 7.6 Namibia Dollars to the US Dollar. The South African Rand is a legal tender in Namibia.

TRANSPORT

Transport will be provided to all workshop participants between Hosea Kutako International Airport and the hotels. Transport will also be provided between the hotels and the workshop venue and for all official events during the workshop.

PRESS OFFICE

A Press Office will operate in the Workshop venue. It will deal with the media: national and international press, radio and television services. Journalists wishing to cover the Workshop are requested to obtain accreditation from Ms. Ndahafa Kaukungua, Chief Information Officer at n.kaukungua@parliament.gov.na or parliament@parliament.gov.na.

OTHER SERVICES

The following services will be available to participants in the Workshop venue:

- Exchange Services
- Travel agency
- International telephone and fax (participants will pay for their calls when they are made)
- First aid service
- Restaurant and bar

PARTICIPANTS' MAIL AND MESSAGES

During the Workshop, urgent mail and messages for participants should be addressed to:

Name of Participant

Delegation

IPU Workshop

Tel: +264-61 2882509/2598

Fax: 264-61-231626 or +264-61-239419

E-mail: e.mkusa@parliament.gov.na or parliament@parliament.gov.na

SOCIAL EVENTS

The programme of social events will be communicated to participants in due course.