



**INFORMATION CIRCULAR TO THE 22nd ANNUAL CONFERENCE
OF THE ASSOCIATION OF PARLIAMENTARY LIBRARIES OF
EASTERN AND SOUTHERN AFRICA (APLESA), 15 – 21 JUNE 2025**

SWAKOPMUND-NAMIBIA

I. INTRODUCTION

The Parliament of the Republic of Namibia welcomes the President of the Association of Parliamentary Libraries of Eastern and Southern Africa (APLESA) and all delegations and participants to the **22nd Annual Conference of the Association of Parliamentary Libraries of Eastern and Southern Africa (APLESA), to be held in June 2025.**

We are pleased to share this information circular with important information intended to guide participants in their preparations to the Conference.

II. DATES and VENUE

The 22nd Annual Conference and Meeting of the Association of Parliamentary Libraries of Eastern and Southern Africa (APLESA) will be held from 15 to 21 June 2025 at the **Swakopmund Hotel and Entertainment Centre in Swakopmund, Namibia. Contact details for the conference venue is +264 64 410 5200.**

III. FLIGHT DETAIL

While booking for your flights, delegates are advised to choose Walvis Bay International Airport in Walvis Bay, Namibia as their final destination.

Delegates are advised to secure their flight booking earlier due to limited flights per day to Walvis Bay International Airport.

Flights to Namibia can be operated by the following Airlines and Routes:

- ❖ **Fly Namibia:** Proudly Namibia Airline which operates local and regional.
- ❖ **Airlink:** Offers direct flights to and from Walvis Bay, Namibia
- ❖ **Ethiopian Airlines**

❖ **Qatar Airways**

❖ **South African Airways:** Provides direct flights from Johannesburg and Cape Town to Walvis Bay, Namibia.

❖ **Eurowings Discover**

❖ **Other Airlines:** A few other airlines may also offer connecting flights through Johannesburg or other major hubs, according to Namibia Tours & Safaris.

All delegates should communicate their itineraries and their accommodation to the Secretariat (Parliament of Namibia) for logistic and protocol purposes, on or before **10 June 2025** to Mrs Linea N. Shikongo, email: l.hanghome@parliament.na +264 811 43 2510; Mr Bonifatius Amadhila email: b.amadhila@parliament.na +264 811 69 5745. Mr. Geoffrey Muhinda email: g.muhinda@parliament.na +264 81 3190953.

IV. DATE of ARRIVAL

All delegates will arrive in Swakopmund, Namibia. The official arrival date for the Secretariat- Advance Team (Parliament of Namibia) is **08 June 2025**. The Secretariat (Parliament of Namibia) for APLESA 2025 will arrive on **10 June 2025**. The APLESA Executive Members will arrive on the **12th June 2025**. The APLESA Main Committee meeting with the APLESA Executive is on the **13th June 2025**. The APLESA Pre-conference is on the **14th June 2025**.

NB: All other delegates and participants are expected to arrive on the **14th June 2025**.

V. TRANSPORTATION

The Parliament of Namibia will provide transport to and from Walvis Bay International Airport upon arrival and departure. As well as ground transport to and from the Conference venue (Swakopmund Hotel and Entertainment Centre), from the recommended accommodations.

VI. DEPARTURE

The official departure date for all delegates and participants is **22 June 2025**. The Executive Committee Members are expected to depart on **23 June 2025**. The Secretariat (Parliament of Namibia) will depart back to Windhoek on **23 June 2025**.

VII. -CURRENCY and BANKING

The **Namibian Dollar** is the official currency and is fixed to and equals the South African Rand. It is best to travel with multiple payment options just in case. There are four main **commercial banks in Namibia with foreign exchange facilities**:

- ❖ **Standard Bank**
- ❖ **First National Bank (FNB)**
- ❖ **Nedbank and**
- ❖ **Bank Windhoek**

Credit / Debit Card

ATM's are widely available for cash withdrawals in town as well as American Express, Diners Club, MasterCard and Visa are accepted. Check with your credit or debit card company for details of merchant acceptability and other services, which may be available.

Banking Hours: Mon-Fri 09:00-15:30, Sat 09:00-11:00.

Tax and Customs

General Sales Tax (GST) in Namibia is 15% on goods and services. Bonafide tourists to Namibia are exempt from paying sales duty or excise duty on luxury

items. Visitors may reclaim VAT at the Walvis Bay International Airport. If you intend to claim the VAT back from your purchases, make sure you arrive a bit earlier at the airport as this takes some time to complete.

For more info.: <https://visitnamibia.com.na/currencies/>

Electrical Appliances

All appliances run on 220/240 volts. Outlets are of the round 3 pin / 15 amp type/**Type M travel adapter**. See the image below for easy reference:



VIII. ACCOMMODATION

Participants are required to arrange their accommodation for their stay in Swakopmund, Namibia. Kindly see the selected recommended hotels, B&Bs, Guest houses in Swakopmund as official places for accommodation choices that can suit one's budget. We **highly recommend** the following hotels for your convenience:

List of Accommodations for APLESA:

Name of Accommodation	contacts	Single Room	Double Room
1. Hansa Hotel Swakopmund Email: reservations@hansahotel.com.na Website: hansahotel.com.na	064-414200	N\$2200.00 BREAKFA ST INCL	N\$3130.00 BREAKFA ST INCL

2. Prost Hotel Swakopmund Namibia Email: bookings@prosthôtel.com Website: prosthôtel.com/reservations/	064-429600	N\$1500.00 BREAKFAST INCL	N\$2600.00 BREAKFAST INCL
3. Seaside Hotel & Spa Swakopmund Email: Reservations@seasidehotelandspa.com Website:	064-415900	N\$1850.00 BREAKFAST INCL	N\$2850.00 BREAKFAST INCL
4. Swakopmund Plaza Hotel Email: info@plaza.na Website:	064-426500	N\$1450.00 BREAKFAST INCL	N\$2300.00 BREAKFAST INCL
5. The Delight Swakopmund Email: godwana-collection.com/accommodation/thedelight Website:	061-427200	N\$1892.00 BREAKFAST INCL	N\$
6. Kramersdorf guesthouse Email: info@kramersdorfguesthouse.com Website:	0816471904	N\$1140.00 BREAKFAST INCL	1810.00 BREAKFAST INCL
7. Sea Breeze Guesthouse Email: seabreeze@seabreeze.com.na Website: www.seabreeze.com.na	064-463348	N\$1450.00 BREAKFAST INCL	N\$2120.00 BREAKFAST INCL
8. The Secret Garden Guesthouse Email: Website: www.secretgardenguest.com	064-404037	N\$1050.00 BREAKFAST INCL	N\$1600.00 BREAKFAST INCL
9. Desert Villa Guesthouse & Tours Email: Website: madbookings.com/Namibia/swakopmund/hotels/desert-villa	0811438188	No info given	No info given
10. Sea Wind Self-Catering Cottages Email: Website: www.info@seawind.com.na	0817329463	N\$800.00	N\$900.00 AND Family sharing N\$1600.00

Please note that all rates mentioned above include the cost of breakfast and taxes. We recommend that all delegates make reservations at the hotels listed above as soon as possible.

IX. VISA REQUIREMENTS

The Republic of Namibia visa requirements depend on one's Nationality and the purpose of your visit. To obtain a Namibian Visa, applicants need to contact the nearest diplomatic mission of the Republic of Namibia. All delegates must be in possession of a valid passport for up to 6 months, a return or onward travel ticket and a completed arrival form.

Please note that a visa on arrival is only issued at Hosea Kutako International Airport for selected countries and it is meant for tourist purposes only. Any other traveller with a different entry purpose must submit their application with all relevant documentation to the appropriate office. At a fee of N\$1600.00. Or online visa application via: <https://eservices.mhaiss.gov.na>.

If a personalized invitation is needed to obtain a visa, please send a list with names of all delegates to the Secretariat (Parliament of Namibia) for necessary action, to Mr George Sanzila: g.sanzila@parliament.na ; +264 81 418 2712; Mr. Fabian Kapepiso: f.kapepiso@parliament.na ; +264 81 304 5264.

It is advisable to have a Yellow Fever Vaccination Card and a Covid-19 vaccination card.

In a nutshell,

- ❖ specific requirements may vary depending on your nationality and purpose of visit:

- ❖ **Passport Validity:** Your passport must be valid for at least six months after your intended date of entry into Namibia.
- ❖ **Visa Application Form:** A completed visa application form is required.
- ❖ **Passport Photos:** Two recent passport-sized photographs are usually needed.
- ❖ **Proof of Accommodation:** Provide evidence of where you will be staying in Namibia, such as hotel reservations or an invitation letter.
- ❖ **Return Ticket:** Proof of a return ticket is often required.
- ❖ **Yellow Fever Certificate:** If you are traveling from a yellow fever endemic country, you may need a yellow fever certificate.

X. MEDICAL SERVICES

First-aid services (Nurse and an Ambulance from the Ministry of Health and social Services) will be available at the Conference venue.

MEDICAL PRECAUTIONS and HEALTH and TRAVEL INSURANCE

- All medical services will be at the participant's own expense.
- Participants are strongly advised to take out insurance to cover travel and medical expenses. Please ensure that you have the appropriate travel and medical insurance.
- Delegates on prescribed medication for special health reasons should bring adequate supplies with them.

In addition, in case of specific medical and other conditions (dietary needs, allergy, limited mobility) delegates are urged to contact: Mrs. Emeritha Mofuka: e.mofuka@parliament.na ; +264 81 125 0566 and Mrs. Quinth Totong: q.totong@parliament.na ; +264 81 213 1457.

Furthermore, this information may be included during the participation confirmation), so that the necessary precautions or measures can be taken.

XI. CLIMATE

Swakopmund is a coastal town situated along the Atlantic Ocean, where the weather can be highly variable. During June, the town typically experiences cool winter conditions, with average daytime temperatures ranging from 15°C to 20°C, and early mornings and evenings often dipping to around 10°C.

Overcast skies and coastal fog are common, particularly in the mornings, due to the influence of the cold Benguela Current. Rainfall is minimal, but humidity and sea breezes may make it feel cooler than expected.

Delegates are strongly advised to pack clothing suitable for both winter and summer conditions, as it is not unusual to experience shifting temperatures and weather patterns within a single day.

XII. EXCURSION

According to the program, there will be an excursion (where desert meet the sea).

More information shall be communicated to the delegates and participants.

XIII. SHOPPING

To purchase regional and international crafts and items, delegates can visit the craft centers in Swakopmund. Shops in Swakopmund are normally open between 09:00 am and 18:00 pm from Monday to Friday and on Saturdays from 08:00 am to 01:00 pm.

XIV. CONTACTS:

For further information and clarity regarding the 22nd APLESA Conference, kindly contact the Parliament of Namibia Secretariat, indicated below:

a) Programme and Coordination:

1. Mr George Sanzila: g.sanzila@parliament.na; +264 81 418 2712
2. Mr. Fabian Kapepiso: f.kapepiso@parliament.na; +264 81 304 5264

b) Hospitality and Logistics:

1. Mrs. Emeritha Mofuka: : e.mofuka@parliament.na ; +264 81 125 0566
2. Mrs. Quinth Totong: : q.totong@parliament.na ; +264 81 213 1457
3. Mr. Johannes Hamurenge: j.hamurenge@parliament.na ; +264 81 1 22 3860

c) Travelling details and Protocol

1. Mrs Linea N. Shikongo: : l.hanghome@parliament.na ; +264 811 43 2510
2. Mr Bonifatius Amadhila: b.amadhila@parliament.na ;+264 811 69 5745
3. Mr Geoffrey Muhinda: g.muhinda@parliament.na ; +264 81 319 0953

We wish you all a safe travel and see you in Swakopmund, Namibia.