



**RECORDS INFORMATION
MANAGEMENT SOLUTION EXPERTS**

SEMINAR INFORMATION GUIDE



Welcome Note

Welcome to Windhoek, the capital city of Namibia! We are delighted to host you at the International Seminar on Digital Records and Legal Admissibility. This information pack provides key details to help you plan your trip, enjoy your stay, and make the most of this important seminar.

Seminar at a Glance

- Event: International Seminar on Digital Records and Legal Admissibility
- Dates: Tuesday, 11 – Friday, 14 November 2025
- Venue: Mercure Hotel, Windhoek, Namibia
- Theme: Securing the Future of Records: Ensuring Digital Integrity and Legal Admissibility

Pre-Arrival Essentials

Visa & Entry Requirements

Most international visitors are eligible to obtain a visa upon arrival at Hosea Kutako International Airport. Alternatively, visas may be secured in advance through Namibian embassies or consulates. Delegates are reminded to ensure that their passports remain valid for at least six (6) months beyond the intended travel dates.

Health & Vaccinations

There are no mandatory vaccination requirements for entry into Namibia. However, travelers arriving from countries with a risk of Yellow Fever transmission may be required to present a valid Yellow Fever vaccination certificate upon entry.

Currency & Payments

- Official Currency: The Namibian Dollar (NAD), which is pegged at par (1:1) with the South African Rand (ZAR). Both currencies are accepted in Namibia.
- Credit & Debit Cards: Major international cards (Visa, MasterCard) are widely accepted at hotels, restaurants, and large retail outlets.
- ATMs: Readily available throughout Windhoek and accept most international cards.
- Cash Transactions: Delegates are encouraged to carry a modest amount of local currency in cash to cover small purchases, local taxis, tips, and incidental expenses where electronic payment options may not be available.
- Foreign Exchange: Currency exchange services are available at Hosea Kutako International Airport, commercial banks, and licensed foreign exchange bureaus in Windhoek.

Arrival in Windhoek & Transportation

Airport

- Hosea Kutako International Airport (WDH) is located 40 km east of Windhoek.
- Transport Options
- Airport Shuttles & Taxis: Available at the terminal; expect about 30–40 minutes to the city center. €19 (NAD 300)
- Ride-Hailing Apps: LEFA is a popular and reliable service in Namibia.
- Hotel Transfers: Mercure Hotel provides shuttle services upon request.

Accommodation

Conference Venue

Mercure Hotel, Windhoek – offering modern facilities, comfortable rooms, and easy access to seminar sessions.

Other Options Nearby

- Avani Windhoek Hotel & Casino (4-Star)
- Hilton Windhoek (5-Star)
- Movenpick Hotel (5-Star)
- The Weinberg (5-Star)
- Safari Court Hotel (4-Star)
- Arebusch Travel Lodge (3-Star, budget-friendly)
- Casa Africa Africana (3-Star, budget-friendly)
- Murangi Travel Lodge (3-Star, budget-friendly)

Guest Houses

- Kates Nest
- Guest House Terra Africa
- Maison Ambre

Apartments

Hartmann Suites

Key Facts & Practical Information

- Language: English is the official language, widely spoken across Namibia.
- Weather in November: Warm and sunny, average daytime temperatures around 28°C (82°F). Light clothing is recommended.
- Safety: Windhoek is generally safe, but exercise standard precautions and avoid walking alone at night in unfamiliar areas.
- Time Zone: Central Africa Time (CAT), GMT+2.
- Electricity: Type D and M plugs, standard voltage 220–240V.

Exploring Windhoek & Beyond

If you have free time, consider exploring:

- Christuskirche (Christ Church) – A historic landmark.
- Independence Memorial Museum – For Namibian history and culture.
- Namibian Craft Centre – Souvenirs and local artwork.
- Katutura Township Tours – Cultural experiences.
- Etosha National Park (day trip or extension) – A world-renowned wildlife safari destination.