



## SECOND RUFORUM TRIENNIAL CONFERENCE 12 – 16 AUGUST, 2024 in WINDHOEK, NAMIBIA

**Theme: Leveraging Africa's Higher Agricultural Education to Create Productive and Resilient Economies for its Citizens**

**Registration: <https://www.ruforum.org/Triennial2024/>**

### Logistics information for participants

#### Registration

1. All participants must register online (<https://bit.ly/49gDomg>). For participants on their own account, the registration fees are as follows:
  - Early bird: US\$250 for registrations made and paid by April 31, 2023 at the latest
  - Regular: US\$300 for registrations made and paid no later than June 30, 2024
  - Late registration (after June 30, 2024): US\$350
2. All registrations are only considered complete after full payment has been made prior to the conference.
3. Please write to Mr. Moses Eriyau: [m.eriayou@ruforum.org](mailto:m.eriayou@ruforum.org) for any registration inquiries.

#### On-line Payment Approval

Participants paying onsite using Debit/Credit cards are advised to inform their respective banks on their travel so that they are enabled to use their cards within Namibia.

#### Travel Requirements

1. All citizens of countries that require a visa to enter Namibia can apply for a visa online. To do this, click on the link: <https://eservices.mhaiss.gov.na/>.

We encourage you to apply for your visa at least 15 days before travel. The minimum processing time for Visa is seven (7) business days and the cost is approximately \$620 Namibian (approximately \$40 US). The requirements for online visa application are as follows:

- a. Visa application form (IN CAPITAL LETTERS AND BLACK INK)
- b. Copy of Passport. The passport must have a validity of at least six (6) months from the expected return date (date you plan to leave Namibia) and at least three (3) or more blank pages.
- c. A current ID photo
- d. Proof of return ticket or transportation reservation
- e. Proof of accommodation
- f. Cover letter from your current company (employer)
- g. Letter of invitation from the organizing Namibian institution
- h. Proof of funds for your living expenses in Namibia (bank statement or salary slip)



2. Accompanying minors require complete birth certificates
3. Workshop leaders/trainers need a temporary work visa
4. For more information, visit <https://eservices.mhaiss.gov.na/>.
5. Most travelers obtain a visa upon arrival at the airport. Make sure the correct visa and entry period are stamped in your passport. However, it is strongly recommended to apply for your visa online at least 14 days before your departure and obtain your visa approval letter to avoid any risk of denied boarding at the departure airport. In addition, the cost of the online visa is much more affordable (Namibian \$620) than the visa issued on arrival in Namibia (Namibian \$1,200). See Visa issuance details ([view details](#))
6. Information for filming and media teams  
Obtaining a filming permit is necessary. Visit: <http://www.nfc.na/> for information relating to filming and conducting media activities in Namibia. You can find information about applying for a visa under “Filming Requirements”

### Health Requirements

1. Please ensure that you have Yellow fever card
2. No Covid-19 vaccination required
3. For participants under any form of medication, please ensure to go with your medication. All participants are encouraged to carry painkillers.
4. The Namibia Health Questionnaire is a mandatory travel document that all visitors must submit before arrival. It is part of the new health measures implemented by the government. This document does not replace a visa. Obtain the Health form quickly and easily with iVisa, so you're prepared. Application Link: <https://www.ivisa.com/namibia/apply-now>

### Airport Transfer

All participants arrive in Namibia at Hosea Kutako International Airport (HKIA / WDH) in the capital Windhoek AIRPORT and they will be received by the ushers. Share your travel itinerary with the conference organizers for them to arrange airport pick up and drop off.

After immigration and custom clearance, please look out for ushers holding a placard with an inscription and or Logo of RUFORUM to assist you to be transferred to your designated hotel.

### Conference Venue



The Triennial conference will take place at Mercure Hotel, Windhoek, Namibia

### Accommodation

1. Participants sponsored by RUFORUM will be informed of their respective hotels. Departure time from the hotel to the conference venue is 7:30 a.m. daily.
2. For your return journey, all buses will depart for the airport at least 4 hours before check-in time and participants are requested to respect the time.
3. Self-sponsored participants can book accommodation in one of the identified hotels (See link below). <https://www.ruforum.org/Triennial2024/>.
4. Please inform the hotel reception during check-in that you are attending the RUFORUM conference in order to benefit from discounted rates.
5. Conference participants booking directly with hotels are requested to share proof of payment with the local organizing committee. ([nkanime@unam.na](mailto:nkanime@unam.na))

### Meals General

1. Breakfast will be included in the hotel fee and served daily at the hotel restaurant, please follow your hotel's instructions.
2. Lunch is part of the conference package for registered participants.
3. Caterers strive to ensure Halal and Kosher requirements.
4. All participants are encouraged to bring their nametags and meal vouchers to the conference center daily. Meals will only be served to participants wearing their nametags and in possession of their meal voucher

### Currency

1. The official currency is the Namibian dollar (N\$), but the South African Rand is also accepted in the country. \$1 is equivalent to approx. N\$18.60.
2. International Visa and MasterCard credit cards are generally accepted throughout Namibia. Holders of other cards are advised to clarify with their commercial bank whether their card is acceptable in Namibia.



3. Banks are usually open between 09:00 and 15:30 Monday to Friday and between 08:30-12:00 on Saturday. There are banks and licensed currency exchange bureaus located at the airport and Windhoek city

### Weather

August is a fantastic month to visit Namibia. Daytime temperatures are fairly warm (average 20-23°C) although the nights can be very cold (average 6-9°C and even lower in the desert), participants are advised to pack plenty of warm clothes. The night skies tend to be clear so it is a great month for stargazing.

### Official Language

The official language in Namibia is English. German is also a national language and is spoken in some communities.

### Conference Languages

The main language of the conference is English. Translations will be done in English, French, Arabic and Portuguese during the plenary sessions only.

### Ticket Change

For RUFORUM sponsored participants, RUFORUM will not be responsible for ticket change once issued. Please confirm your travel itinerary

### Security

Windhoek is generally a safe city. However, as it is common in many large cities participants are reminded to remain vigilant and cautious about their personal and property safety. However, the Government of Namibia has taken extreme measures to ensure security of persons and property.

### Emergency

1. In the event of a health emergency, please call the ambulance on: +264 61 211111
2. If necessary, you can contact the Police at: +264 61 10111
3. Windhoek City Emergency Services can be reached at: 061 211 111

### Communication facilities

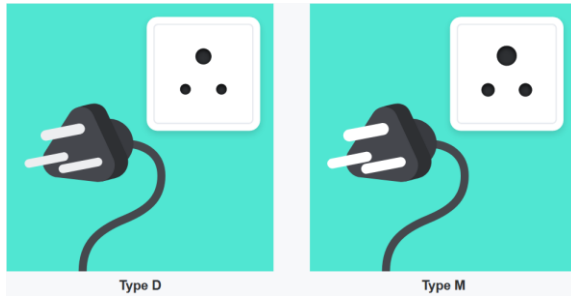
Participants will be able to obtain and register SIM Cards (if necessary) on arrival at the airports or at Mercure Hotel at their own cost. If you wish to purchase a sim card, ushers will be available for guidance.

### Other useful notes

1. **Local Time:** Local time is Central Africa Time (GMT+2)
2. **Power Plug, Sockets, and Main Voltage in Namibia**



For Namibia there are two associated plug types, types D and M. Namibia operates on a 230V supply voltage and 50Hz



### 3. Business and shopping

From Monday to Saturday, shops and supermarkets tend to open around 8am and close around 5pm, while shopping malls are usually in action from 9am until 7pm. Most shops are closed on Sundays.

Transportation costs for participant's personal/private activities will be met by the participant. LEFA are the alternatives to Uber and you may download their App as required or guided by the hotel

Transportation costs for the participant's personal/private activities will be the responsibility of the participant. LEFA is an alternative to Uber and you can download their app as needed or under the direction of the hotel.

### 4. Tourism and Entertainment

All participants are invited to enjoy the numerous entertainment spots in Windhoek. There are a lot of touristic sites in Namibia and the lists can be obtained on our Conference website (<https://www.ruforum.org/Triennial2024/>). Please contact your hotels for advice.

### 5. Logistics and Communication

Please send any queries on logistics to [secretariat@ruforum.org](mailto:secretariat@ruforum.org) with a copy to [triennial@ruforum.org](mailto:triennial@ruforum.org) Tel: +256-417-713-300. The local organising committee can be contacted for specific queries about Namibia through Prof Nelago Indongo: [nkanime@unam.na](mailto:nkanime@unam.na)

#### **For further communications, please contact;**

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**We thank you for accepting our invitation and wish you a pleasant trip to Windhoek, Namibia.**