

Delegate Information Guide



2025
23-25
APRIL
WINDHOEK
NAMIBIA

RICHAFRICA
Consultancy



CONTENTS

4		DELEGATE INFORMATION
6		KEY AGENDA DATES
9		ACCOMMODATION
11		VISA INFORMATION
13		ELECTRICITY SOCKETS
15		CONTACT THE TEAM





DELEGATE INFORMATION

We are pleased to confirm your attendance at the 7th edition Namibia International Energy Conference (NIEC) from **23–25 April 2025 at Windhoek Country Club Resort, Windhoek, Namibia.**

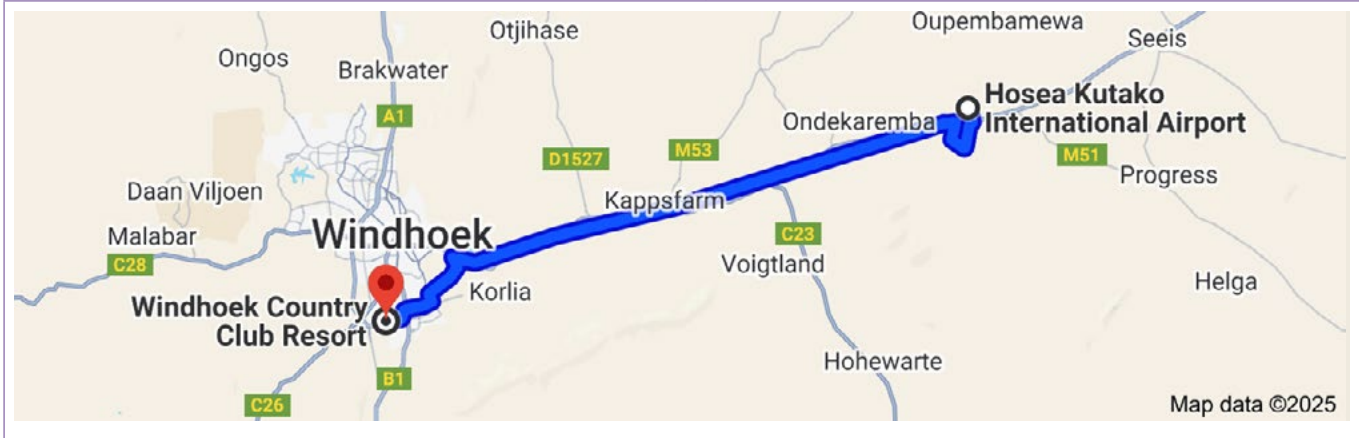
The three-day energy sector event, convened by RichAfrica Consultancy, in strategic partnership with African Energy Chamber will be held under the patronage of the Ministry of Industries, Mines and Energy (MIME) of the Republic of Namibia.

Themed **“Leading The Way: Becoming An Energy Hub With- In Country Value”**, this thought-leadership event will convene policymakers, energy stakeholders, investors, and international partners through a platform of turning ideas into action, providing the momentum needed to transform potential into real progress. It is also a platform for companies to make important announcements, showcase their expertise and share their contributions to the nation’s energy future.

NIEC 2025 will include a line-up of highly respected and experienced speakers from diverse backgrounds including government decision-makers, energy industry professionals, investors and financiers, industry consultants and analysts, legal and regulatory experts, in energy-related fields. Participants at the conference will engage in a curated program featuring insightful discussions, project showcases, and updates aimed at advancing Namibia’s energy sector.

The event will offer valuable networking opportunities, highlight business prospects, and develop strategies to shape the energy landscape while addressing key issues such as financing, local content, and creating an enabling environment. There will also be a strong focus on technology and infrastructure development to support Namibia’s energy ambitions.

VENUE: WINDHOEK COUNTRY CLUB RESORT



Telephone: +264(0) 612055911

Web: windhoek@legacyhotels.com

Address: Golf Road

B1 Windhoek NA

[https://www.google.com/maps/dir/Hosea+Kutako+International+Airport,+Namibia/windhoek+country+club+resort/@22.5531925,17.1049393,11z/data=!3m1!4b1!4m1!4m1!4m1!5m1!1s0x1c0badf2ca7a7217:0x1f24b8f61198d350!2m2!1d17.4631457!2d22.4870895!1m5!1m1!1s0x1c0b1a955dedcf7d:0x8cf016e82640ed63!2m2!1d17.0732464!2d-22.618938?entry=ttu&g_ep=EgoyM-DIIMDIyMy4xIKXMDSoASAFQAw%3D%3D](https://www.google.com/maps/dir/Hosea+Kutako+International+Airport,+Namibia/windhoek+country+club+resort/@22.5531925,17.1049393,11z/data=!3m1!4b1!4m1!4m1!4m1!4m1!5m1!1s0x1c0badf2ca7a7217:0x1f24b8f61198d350!2m2!1d17.4631457!2d22.4870895!1m5!1m1!1s0x1c0b1a955dedcf7d:0x8cf016e82640ed63!2m2!1d17.0732464!2d-22.618938?entry=ttu&g_ep=EgoyM-DIIMDIyMy4xIKXMDSoASAFQAw%3D%3D)



Leading The Way

Becoming An Energy Hub With In-Country Value

KEY AGENDA DATES

22 April 2025	Pre-Registration Welcome Cocktail
23 April 2025	Arrival and Registration Welcome Cocktail Full Day Conference Gala Dinner
24 April 2025	Arrival and Registration Full Day Conference Networking Cocktail Function
25 April 2025	Arrival and Registration Strategic Industry Intelligence Sessions Farewell Reception

TRANSPORT INFORMATION

AIRPORT TRANSFERS

Airport transfers will be available for all delegates arriving on 22 April and departing on 26 April 2025, with scheduled pick-ups and drop-offs between the conference hotels and Windhoek Country Club Resort.

- Full-day service Airport pick-ups and drop-offs at Windhoek Country Club Resort / and Conference Hotels will be provided on the 22nd of April 2025 for Airport pickups to various hotels. Times: 7am – 10pm.
- We will provide the service for the return to Airport from Conference Hotels on the 26th of April 2025. Times: 7am – 8pm.

TRANSFERS BETWEEN CONFERENCE HOTELS AND WINDHOEK COUNTRY CLUB RESORT

The conference organisers have made available for your ease a daily transfer service from the various conference hotels to the conference venue and back. This service will run at 30-minute intervals times as follows:

22 April 2025 – Welcome Cocktail Powered by Shell

- Welcome Cocktail Departure from our selected hotels to Windhoek Country Club Resort commencing from 16:00 to 18:00 and return from 20:00 to 21:30.

23 April 2025 – Day 1 of the Conference

- AM departures from our choice of hotels to Windhoek Country Club Resort will commence at the following times: 06:30 | 07:00 | 07:30 | 08:00 | 08:30 | 09:00.
- Post the conference day, transfers will be on standby to shuttle delegates back to their hotels to refresh for the evening welcome cocktail function and Gala Dinner. The service will again be on standby for transfer to Windhoek Country Club Resort and return between 18:30 and Midnight.

24 April 2025 – Day 2 of the Conference

- AM departures from your choice of hotel to Windhoek Country Club Resort will commence at the following times: 07:00 | 07:30 | 08:00 | 08:30 | 09:00.
- Post the conference day, transfers will be on standby to shuttle delegates back to their hotels to refresh for the cocktail reception. The service will again be on standby for transfer to Windhoek Country Club Resort and return between 16:30 and 18:30

25 April 2025 – Day 3 of the Conference Powered by Sintana Energy

- AM departures from your choice of hotel to Windhoek Country Club Resort will commence at the following times: 07:00 | 07:30 | 08:00 | 08:30 | 09:00.
- Farewell cocktail function. Service will again be on standby for transfer to various hotels and return between 17:30 and 22:00



GETTING AROUND; CHAUFFEUR & TRANSFER SERVICES

For your convenience, we have included a list of recommended transport options available in Windhoek and for those arriving via Walvis Bay. Whether you require private chauffeur services, ride-hailing options, or intercity transfers, the following providers are available to assist. Should you have any questions, please refer to the key contacts listed below.

WINDHOEK PRIVATE CHAUFFEUR SERVICES

Anne's Luxury Travel

Private Chauffeur Services

E: Anna@alt.com.na | T: +264812795118

WINDHOEK RIDE HAILING SERVICES

Website: www.lefa.com.na

WINDHOEK DIAL-A-CAB

T: +264812795118

IF YOUR FLIGHT LANDS IN WALVIS BAY – CONTACT THE FOLLOWING SERVICE PROVIDER FOR WALVIS BAY/WINDHOEK ROAD TRANSFER:

WALVIS BAY PRIVATE CHAUFFEUR SERVICES

Walvis Bay Tours

Private Chauffeur Services

E: info@walvisbay-eco-tourism.com | T: +264812867758

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ACCOMMODATION

Below is a list of the available accommodation in Windhoek, within range of the Conference venue. The rooms are subject to availability.



The Weinberg

15-minute drive (10 km) to the conference venue



Hilton Hotel (CBD)

12-minute drive (8 km) to the conference venue



River Crossing Lodge (Suburbia)

20-minute drive (15 km) to the conference venue



The Windhoek Luxury Suites

15-minute (10 km) to the conference venue



Avani Hotel Windhoek
12-minute drive (8 km) to the conference venue



Mövenpick Hotel Windhoek
8-minute drive (5 km) to the conference venue



Windhoek Country Club & Resort Conference venue
(48.2 km) from Hosea Kutako International Airport



VISA INFORMATION

As the conference approaches, we would like to remind all delegates to promptly apply for their Visas from their respective home countries. The Ministry of Home Affairs, Immigration, Safety and Security of Namibia has recently implemented changes to entry rules, necessitating proactive visa arrangements.

To ensure a seamless entry into Namibia and to avoid long waiting periods at the airport, it is imperative that all visa requirements are addressed well in advance. Delays or oversights in this process may adversely affect your ability to attend the conference.

VISA UPON ARRIVAL

- Online: Apply in advance via <https://eservices.mhaiss.gov.na/>
- On Arrival: Proceed to the eVisa Counter where your application will be processed. (Hosea Kutako International Airport, Walvis Bay International Airport, or by road at Ariamsvlei, Impalila, Katima Mulilo, Moembo, Ngoma, Noordoewer, Oshikango, Oranjemund, Trans Kalahari, Walvis Bay Harbour)

FEES & PAYMENT

- Credit cards are preferred, and currency exchange is available if needed.
- Non-AU Countries: N\$1,600 (~USD 90)
- AU Countries: N\$1,200 (~USD 70)

REQUIRED DOCUMENTS

- A valid passport.
- A completed visa application form.
- Confirmation of accommodation (hotel reservation or invitation letter).
- Confirmation of sufficient funds.
- A return flight ticket.
- Travel/medical insurance.
- Approved printed e-visa to be presented at immigration counter (Electronic visa will not be accepted).



VISA CATEGORIES

Delegates

International delegates travelling to Namibia may be exempt from Visa Requirements. To verify your country's visa requirements for entry into Namibia, please refer to the [Fact Sheet on Visa Requirements to Namibia](#) and proceed to the [Namibian eVisa Portal](#). If your country does not appear on any of the lists, you must apply for a visa at a Namibian consulate or embassy. A list of Namibian diplomatic missions abroad is available [here](#).

Speakers

As a speaker at NIEC 2025, your visa requirements depend on your nationality. Namibian speakers do not require a visa. However, international speakers are required to apply for a Short-Term Work Visa. Please contact us at info@richafricaco.com for further guidelines.

Media

International media personnel covering the conference are required to apply for a Short-Term Work Visa, including accreditation and documentation from event organizers. Please contact us at info@richafricaco.com.

If you plan to stay beyond the conference, please review the section above under Delegates and apply for the appropriate visa. Please ensure you review the necessary steps and secure your visa ahead of time.

VISA SUPPORT SERVICES

We are pleased to announce [Rennies Travel](#) as the Official Visa Issuing Partner for NIEC 2025.

We have partnered with Rennies Travel, a trusted leader in travel and visa services to support visa facilitation for our international delegates, speakers and moderators.

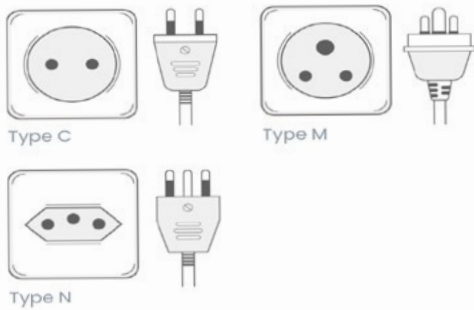
Rennies Travel will be handling all visa-related queries. Delegates requiring assistance with visa applications are encouraged to reach out directly to visadesk@renniestravel.com.na.

Review and determine your eligibility with our comprehensive overview of visa requirements to ensure seamless entry into Namibia, please visit our [Visa Information Page](#).



ELECTRICITY SOCKETS

Plugs in Namibia are 3-prong: Type M and Type C. It is advisable to travel with a compatible adaptor. See illustration



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The Way**

**Becoming
An Energy Hub
With In-Country
Value**



MOBILE PHONE CONNECTIVITY

Mobile Phone SIM Cards can be purchased at the Hosea Kutako International Airport.



SIM CARDS

Local SIM cards and mobile data packages are available for purchase upon arrival at Hosea Kutako International Airport. Major service providers include MTC and TN Mobile.

WI-FI ACCESS

Complimentary NIEC2025 Wi-Fi will be available at the conference venue. Login credentials will be provided at the registration desk.

CURRENCY

Namibian Dollar (NAD)

WEATHER

Average temperatures may range between 6-13 °C in the mornings/evenings and 18-26 °C during the day. Namibia has experienced heavy rainfall in recent weeks, and an early winter season is expected, ensure to pack some warm clothing items. Feel free to contact us if you require any additional information.

DRESS CODE

The dress code for the conference is business formal. For evening functions, such as the Gala Dinner and Cocktail Receptions, guests are welcome to wear business elegant or traditional African attire

SOCIAL MEDIA & COMMUNICATION

Follow the conversation and share your experience using **#NIEC2025**

Stay connected with us on social media:

X / Twitter: @NIEConference

Facebook: @NIEConference

Instagram: @nieconference

LinkedIn: Namibia International Energy Conference

SECURITY

Your safety is important to us. Security will be present at all official NIEC venues. Kindly ensure your conference name badge is worn visibly at all times for access and identification purposes.

ON-SITE SUPPORT

A delegate help desk will be available at the Windhoek Country Club Resort throughout the conference to assist with general enquiries and logistical support.

MEDICAL & EMERGENCY ASSISTANCE

Medical services and an ambulance will be available on site. In case of an emergency, please contact a member of the organising team or dial 10111 for national emergency services.

THE MANAGEMENT TEAM

- NIEC 2025 Registration Team | E: info@nieconference.com | T: +264 813 00 6617
- Guest Communications | Anelja Bok | T: +264 813 00 6617 | E: info@nieconference.com
- Transfers | Ivan Stevens | Cell: +27 82 486 0496

