



2026 SANORD Annual Conference

Theme: Reimagining Knowledge for Shared Development
Windhoek, Namibia, 22-25 September 2026

Logistics information for participants

1. REGISTRATION

- a) All the participants are required to register online (*Link*). For self-sponsored participants, the registration fees are as follows: (*fees categories*)
- b) All registrations are regarded as complete only after having made the full payment prior to the conference.
- c) Please write to (name and email address), for inquiries related to Registration.

2. PAYMENT APPROVAL

Different options for payment are available:

- a) EFT payment: email proof of payment to (*email address*)
- b) Direct Credit/Debit Card payment method through the conference website (*link*).
- c) 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.

3. VISA REQUIREMENTS

International delegates attending this conference may be required to obtain a visa prior to travelling to Namibia. Delegates from countries that require visas must apply for a MICE (Meetings, Incentives, Conferences and Exhibitions) e-Visa through the official Ministry of Home Affairs, Immigration, Safety and Security (MHAISS) e-services portal.

The MICE Visa is specifically designed for delegates attending approved conferences, meetings, exhibitions, and other business events hosted in Namibia. Applications must be submitted online prior to travel using the event's unique Event Code, which will be provided to registered delegates by the event organisers.

Validity of the MICE Visa

The MICE Visa covers the duration of the conference and includes one week prior to the event start date and one week after the event's closing date.

2026 SANORD Annual Conference

Theme: Reimagining Knowledge for Shared Development
Windhoek, Namibia, 22-25 September 2026

How to Apply for a MICE Visa

To ensure a smooth application process, delegates should follow the steps below:

- a) Receive the Event Code: The event organiser will provide a unique Event Code to registered delegates. This code is required to begin the visa application.
- b) Register a Profile: Delegates must create a profile on the official MHAISS e-services portal before starting their application.
- c) Apply for a MICE Visa Only: Delegates should not apply for any other visa category. As the purpose of travel is to attend a conference or event, the MICE Visa option must be selected.
- d) Prepare the Required Documents: Delegates must have the following documents ready for upload:
 - e) Passport data page (scanned copy)
 - f) Passport-sized photograph
 - g) Flight ticket or booking reference number
- h) Submit the Online Application: Complete and submit the MICE Visa application through the e-services portal using the required documents at <https://eservices.mhaiss.gov.na/mice-visa-services>
- i) Receive a Visa Reference Number: Once the application is approved by the system, a visa reference number will be issued to the delegate.
- j) Complete Payment: Delegates will receive payment instructions after their application has been approved.

Processing Times

- Participants: Approximately 48 hours
- Presenters, organisers, facilitators, or media: 3–5 working days

Important Information

- The MICE Visa is issued for single entry only and is valid for the specific event applied for.
- Delegates wishing to arrive earlier or stay longer for leisure purposes may need to apply for an additional visa or request additional days upon entry, subject to approval by immigration authorities.
- Delegates are strongly encouraged to apply well in advance of their travel date.

Visa Application Portal

All MICE Visa applications must be submitted online via the official portal: <https://eservices.mhaiss.gov.na/mice-visa-services>

2026 SANORD Annual Conference

Theme: Reimagining Knowledge for Shared Development
Windhoek, Namibia, 22-25 September 2026

4. HEALTH REQUIREMENTS

- a) Please ensure that you have Yellow fever card
- b) No Covid-19 vaccination required
- c) For participants under any form of medication, please ensure to go with your medication. All participants are encouraged to carry pain killers.

Note: *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>

5. AIRPORT TRANSFER

Getting from Airport to Windhoek (Komas Region): The Hosea International Airport is about 40 km from the Capital City Windhoek. It takes about 30 minutes to get to the city. For the safety of our visitors, we recommend the following arrangements:

- a. Option 1: Book airport shuttle through your hotel
- b. Option 2: Directly book with private operators available on website:
https://visitnamibia.com.na/single-category/shuttle-operators/?directory_type=listing

6. TRANSPORT WITHIN WINDHOEK

Transportation for participant will be met by the participant. LEFA and Yango are the alternatives to Uber and you may download their App or as required or guided by the hotel. <https://lefa.com.na/>
https://yango.com/en_na/city/windhoek/?srsIid=AfmBOooxptHZE7WkZ9ioSEjbNgVV2_S5zuLHmYqk-8PQZijCJmKeXL1E

7. COMMUNICATION FACILITIES

Participants will be able to obtain and register SIM Cards (if necessary) on arrival at the airport or any telecommunication shop in shopping malls.



2026 SANORD Annual Conference

Theme: Reimagining Knowledge for Shared Development
Windhoek, Namibia, 22-25 September 2026

8. CONFERENCE VENUE

The SANORD 2026 conference will take place at Mercure Hotel.
<https://all.accor.com/hotel/B956/index.en.shtml>

Address: Corner of Auas and Aviation Road, Windhoek, Namibia, 10005
WINDHOEK, Namibia

9. ACCOMMODATION

SANORD sponsored participants will be informed of their respective hotels. Self-funded participants may book accommodation in any of the identified hotels ([Link](#)) or *list*.

10. MEALS GENERAL

- a) Breakfast would generally be included during your stay and served daily at the hotel restaurant, please follow the guidance from your hotel.
- b) Lunch is part of the conference package for registered attendees.
- c) The caterers strive to ensure Halal and Kosher requirements, in case you have any special dietary needs kindly inform the organizing committee at (*email*)
- d) All participants are encouraged to carry their name tags and meal coupons to the Conference center daily. Meals will only be served to participants wearing their name tags and in possession of their meal coupons

11. DIETARY RESTRICTIONS

Please inform the Local Organizing Committee of your dietary restrictions through the registration form.

12. CURRENCY

- a) The official currency is the Namibian Dollar (N\$). The South African Rand is also accepted.
- b) Visa and MasterCard credit cards are generally accepted throughout Namibia. Holders of other cards should clarify with their bank whether their card will function in Namibia.
- c) Banks are open between 09:00 and 15:30 Monday to Friday and between 08:30-12:00 on Saturday. There are banks and currency exchange bureaus at the airport and in the city.

2026 SANORD Annual Conference

Theme: Reimagining Knowledge for Shared Development
Windhoek, Namibia, 22-25 September 2026

13. WEATHER

September in Namibia is a pleasant transition month from Winter to Spring. It is warm, dry and cool at night. Average daytime temperatures range from 25-30°C, while nighttime lows drop to average 10-13°C.

14. OFFICIAL LANGUAGE

The official language in Namibia is English. There will be no translation services at the conference.

15. SECURITY

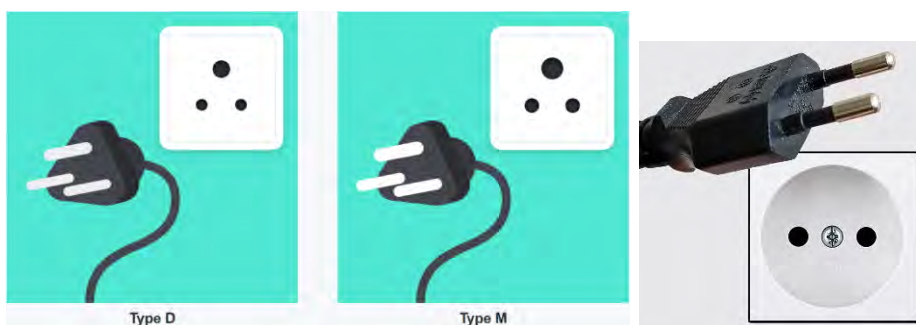
Windhoek is generally a safe city. However, as it is common in many large cities participants are reminded to remain vigilant and cautious about their personal and property safety. However, the Government of Namibia has taken extreme measures to ensure security of persons and property.

16. EMERGENCY SERVICES

- a) City of Windhoek Emergency Services (ambulance, fire, etc): +264 61 211 111
- b) Police: +264 61 10 111

17. POWER PLUG, SOCKET AND MAIN VOLTAGE

Below are the types of plugs you will find in Namibia. They operate on a 230V supply voltage and 50Hz



18. BUSINESS AND SHOPPING

Most shops operate: Monday to Saturday, 8am to 5pm. Shopping malls operate from 9am to 6pm. Most businesses are closed on Sundays.



2026 SANORD Annual Conference

Theme: Reimagining Knowledge for Shared Development
Windhoek, Namibia, 22-25 September 2026

19. ORGANISING COMMITTEE CONTACTS

The local organising committee can be contacted for specific queries about Namibia through email: sanordconference2026@unam.na

We thank you for coming and we hope you enjoy Namibia!