The IFE26 High-Level Visit will provide nominated senior officials from States Signatories and Observers with an opportunity to observe the conduct of IFE26 and progress in the development of OSI capabilities, with a view to gaining a deeper understanding of OSI verification activities, processes and equipment. The visit will include interactions with exercise participants, observation of field activities and a tour of the Base of Operations.

Duration: 5 days including travel (26 to 30 October 2026)

Location: Windhoek (arrival) and Swakopmund (IFE26 location), Namibia

Participants

States Signatories and Observers are invited to nominate up to 2 representatives from Permanent Missions, Ministries, or other relevant national institutions.

Procedure and Deadline for Nominations

Nominations should be sent to the Secretariat (external.relations.international.cooperation@ctbto.org) via Note Verbale from the accredited Permanent Mission. The Note Verbale should be accompanied by a completed registration form, and (if relevant) application form for financial support, by no later than June 15, 2026.

Costs of Participation

The Secretariat will arrange ground transportation and meals in Namibia for all participants as indicated in the programme. All other costs associated with participation, including international travel to Namibia, daily subsistence, insurance, other transportation and meals, and accommodation shall be borne by the participant or nominating State Signatory.

Expected costs to be borne by each participant are approximately 200 to 250 USD per day. This estimate includes hotel accommodation and meals other than those provided.

Accommodation Options

A limited number of rooms are being made available at preferential rates (standard single-occupancy room, inclusive breakfast) in selected hotels in Windhoek and Swakopmund. Higher category room options may also be available on a limited basis, upon inquiry.

Windhoek (26 October 2026)

Hotel	*Category*	*Rate (NAD)/night*	*Indicative Rate (USD*)*
Hilton Garden Inn	4-star	1,445 N$	89$
Hilton Windhoek	5-star	1,900 N$	122$

**The USD equivalent is indicative, using the exchange rate of 0.061N$ to 1USD (as of May 2026) as a basis.*

Swakopmund (27 – 30 October 2026)

Hotel	*Category*	*Rate (NAD)/night*	*Indicative Rate (USD*)*
Strand Hotel Swakopmund *(recommended for senior officials)*	4-star	3,067 N$	187$
Seaside Hotel Swakopmund	3-star	1,665 N$	102$

** The USD equivalent is indicative, using the exchange rate of 0.061N$ to 1USD (as of May 2026) as a basis.*

Delegations are kindly requested to indicate in the attached registration form, at the time of nomination, their interest in any of the above pre-arranged accommodation options. Please note that the Secretariat will incur financial costs in the event of cancellations or no-shows. The Secretariat will communicate in due course regarding pre-payment modalities and deadlines.

Arrival and Departure

On arrival, the Secretariat will arrange for transfers from Hosea Kutako International Airport in Windhoek to the above-mentioned accommodations in Windhoek on 26 October. The Secretariat will arrange ground transport from Windhoek to Swakopmund on 27 October. On departure, the Secretariat will arrange transfers from the above-mentioned accommodations in Swakopmund to Walvis Bay International Airport or to Hosea Kutako International Airport in Windhoek on 30 October 2026.

Visa arrangements

As part of the Host Country's contribution to IFE26, the Republic of Namibia has waived visa fees for all participants. Visas, including entry and exit authorizations as applicable, will be issued upon arrival. Each representative is responsible for ensuring that their passport is valid until at least six months after their departure.