



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

Meeting-related information for the ANNUAL MEETINGS of the SEAFO

18-28 November 2024

1. Dates

20th	Scientific Committee (SC):	18-22 November 2024
17th	Compliance Committee (CC):	25 November 2024
16th	Standing Committee for Administration and Finance (SCAF):	26 November 2024
21th	Commission (COM):	27 & 28 November 2024

2. Meetings Daily Schedule

TIME (Namibian Time) (UTC+2)	ACTIVITY
8h30 – 9h00	Registration
09h00 - 10h45	Meeting
10h45 – 11h15	Coffee Break
11h15 – 13h00	Meeting
13h00 – 14h00	Lunch Break
14h00 – 15:30	Meeting
15h30 – 16h00	Coffee Break
16h00 – 17h00	Meeting

3. Format

The meetings will be in the format of physical attendance with no virtual attendance option.

4. Venue

The meetings will be held at the [Alte Brücke Conference Centre](#) in Swakopmund, Namibia.

Physical Address: Strand Steet, Swakopmund, NAMIBIA.

Contact Info:

Strand Steet, Swakopmund, Namibia

+264 [0]64 404918

Email: <mailto:info@altebrucke.com>

Accommodation availability at the venue is limited and should be booked early. See the rates in **Appendix I**. Other options for accommodation in Swakopmund is also available. Please contact the Secretariat if you need assistance in this regard.

5. Evening Functions:

Scientific Committee: 20th November at 19h00
Commission: 26th November at 18h00

6. Meeting documents

Meeting documents will be available from the website on the secure [Members area](#). Log-in details will be provided to registered delegates about **a month** before the meetings start. This is in line with the Secretariat's greener office policy. Meeting-related information like **Schedules** and **Agendas** will be available on the [Meetings Area](#) page of the SEAFO Website in due time.

7. Wireless network

Internet will be available via WiFi at the meeting venue. Access details will be provided.

8. Travel arrangements

Travel arrangements to and from the meetings are the responsibility of participants.

The Secretariat will be pleased to provide invitation letters for travel purposes to delegates who intend to participate in the meetings in-person. To ensure a seamless experience, we kindly request that you notify the Secretariat well in advance should you require assistance with accommodation and airport transfers for a convenient stay during the meetings.

9. Public health measures

Public health guidelines for entering Namibia are available in the following link: [Namibia Traveler View](#). Please note that regulations in force are subject to changes according to the evolution of the public health requirements.

Looking forward to a successful meeting and to see you there.

Sincerely yours,



Lizette VOGES
EXECUTIVE SECRETARY

APPENDIX I: Accommodation Options and Rates at Alte Brücke



Erf 447, Strand Street South, Swakopmund, P.O. Box 3360, Vineta, Namibia
 Tel: +264 64 404 918, Fax: +264 64 400 153, E-mail: info@altebrucke.com, Web: www.altebrucke.com

RACK Rates Season 2024

Valid from 7 January 2024 until 14 December 2024

Chalet Accommodation (Bed and Breakfast)		Rate per person per night (incl VAT and bed levies)	Rate per chalet per night (incl VAT and bed levies)
Luxury one bedroom chalet (Double / Queen size bed)	Single	N\$ 1 300.00	N\$ 1 300.00
	Double	N\$ 875.00	N\$ 1 750.00
Exclusive one bedroom chalet (Queen size bed only)	Single	N\$ 1 390.00	N\$ 1 390.00
	Double	N\$ 925.00	N\$ 1 850.00
Luxury two –bedroom chalet (2 single beds per room and sleeper couch in living room)	Single	N\$ 1 680.00	N\$ 1 680.00
	Two persons sharing	N\$ 950.00	N\$ 1 900.00
	Three persons sharing	N\$ 750.00	N\$ 2 250.00
	Four persons sharing	N\$ 625.00	N\$ 2 500.00
Children (Sleeping on the sleeper couch in the living room))	0-4yrs	N\$ 0.00	N/A
	5-12yrs	N\$ 385.00	N/A

***Rates are inclusive of VAT, breakfast and bed levy

RACK and STO Rates Peak Season 2024/25

Valid from 15 December 2024 until 4 January 2025

Chalet Accommodation (Self-catering only)	Total per chalet per night (incl VAT and Levy)
Luxury one bedroom chalet sleeping a max of 2 persons	N\$ 1 300.00
Exclusive one bedroom chalet sleeping a max of 2 persons	N\$ 1 400.00
Luxury one bedroom chalet sleeping a max of 4 persons (2 Adults and 2 children)	N\$ 1 575.00
Luxury two bedroom chalet sleeping a max of 6 persons (4 Adults and 2 children)	N\$ 1 980.00
Luxury two bedroom chalet sleeping a max of 6 persons (4 Adults and 2 children)	N\$ 2 080.00

Please note that during the peak season our breakfast room is closed, and we offer self catering only

RACK RATES FOR CAMPING AND CARAVANNING

Valid from 7 January 2024 until 14 December 2024

Camping and Caravanning

Number of persons	Rate per camp site per night (incl VAT)	Number of persons	Rate per camp site per night (incl VAT)
1 Adult	N\$ 400.00	5 adults	N\$ 800.00
2 Adults	N\$ 500.00	6 adults	N\$ 900.00
3 Adults	N\$ 600.00	Children 5-12yrs	N\$ 90.00
4 Adults	N\$ 700.00		

***Breakfast is available at N\$ 160.00 per person

CAMPING RATES FOR THE PEAK SEASON 2024/25

Valid from 15 December 2024 until 4 January 2025

N\$ 900.00 -N\$ 975.00 per camp site (max of six persons) per night

We reserve the right to amend rates due to reasons beyond Management's control

*** Cancellation Policy of confirmed bookings: 60-45 days prior to arrival 25%, 44-30 days prior to arrival 50%, ***
 29-16 days prior to arrival 75%, less than 14 days prior to arrival and no show 100% of total charges

Terms and conditions:

Rates and procedures:

Tariffs / rates quoted include accommodation, full breakfast and VAT. Tourism levies as per the NTB legislation at 2% on Bed and breakfast excluded. Alte Brucke Resort reserves the right to amend the tariffs / rates accordingly should the percentage VAT be increased or Government Levies be increased during the duration of this agreement, or if the Namibian Dollar should be officially devalued, or any other unforeseen circumstances that may occur in the duration of this agreement.

All tariffs / rates quoted on this rate sheet are in Namibian Dollars.

In the event of refurbishment programs, upgrades or any unforeseen exceptional circumstances, Alte Brucke reserves the right to seek alternative accommodation in an establishment of similar standard or establishment conveniently situated.

For any guests wishing to extend their stay beyond the period booked by the Operator, the published RACK rate will apply unless the accommodation extension request is channeled to Alte Brucke Resort through the Operator.

Cancellation Terms:

- All reservations, cancellations and or amendments must be made in writing to Alte Brucke Holiday Resort
- Provisional bookings can only be guaranteed for a limited period, which will be stipulated on the provisional booking confirmation. If the booking is not confirmed during this time, it will automatically be cancelled.
- Should Alte Brucke Holiday Resort be in a position to accept a confirmed booking from another source, the hotel has the right to request the agent to reschedule or immediately confirm the reservation. In which event the agent shall within 48 hours either: confirm or cancel the reservation.
- Should no response have been received within 24 hours, the booking will be automatically cancelled and a notification sent accordingly.
- Block or group bookings are not transferable to any other group, i.e. no group name change will be accepted. The initial group must be cancelled and a separate booking should be made for the new group, which will be confirmed by Alte Brucke Resort subject to availability
- A deposit paid in respect of any reservation made in terms of this agreement is specific to that reservation, and may not be transferred to any other reservation.

BLOCK BOOKINGS FOR GROUPS

Sixty (60) days prior to arrival, the Tour operator must provide a preliminary rooming list to secure the rooms.

Thirty (30) days prior to arrival, the final rooming list of the group and full payment must be received by Alte Brucke Holiday Resort.

CHECK-IN AND CHECK-OUT TIMES:

Check in time: 14:00

Check out time 10:00

Alte Brucke Resort will endeavor to accommodate groups for an earlier check-in time, subject to prior arrangements with senior management of Alte Brucke Resort and depending on availability of rooms.

PAYMENTS

The guests should upon check-in, hand in a voucher for services paid for by the Operator.

In the event of no voucher having been received, their invoice will be made out as per last confirmation received from the Operator and confirmed by Alte Brucke Resort.

Pro Forma invoices will be e-mailed with the confirmation of the reservation; however the STO rates supplied to the Tour Operator are the binding rate to be paid.

All Reservations must be paid 30 (thirty) days prior to arrival, unless otherwise agreed.

Credit facilities can be applied for through the accounts department only as special agreements.

Any queries on an invoice must be addressed to the debtors department at Alte Brucke Resort in writing within 30 (thirty) days of date of invoice.

GENERAL

The Tour Operator agrees and undertakes to keep the rates confidential.

This agreement is governed by and is subject to interpretation in accordance with the laws of the Republic of Namibia.

Alte Brucke Resort shall be excused and shall not be deemed in default for any failure of performance hereunder, for any reason beyond its control, such cause shall be deemed to include, without limitation, war, warlike operations, armed aggression, insurrection riots, fire, explosion, accidents, failure to obtain government approvals, Government acts or omissions, regulations or orders, acts of God, acts of public enemy, epidemics, quarantine, restrictions or labor unrest.

The agent shall ensure that the client insures him/ herself for emergency medical evacuation cover