



**ITU Regional Forum on Telecommunications /ICT e-Accessibility Policy for
East Africa Region
Nairobi, Kenya
6th-7th October 2016**

PRACTICAL NOTE

1. VENUE OF THE WORKSHOP

The workshop on the development of an ICT-accessibility Policy for East Africa Region will be held from 6th to 7th October 2016 at the **Intercontinental Hotel in Nairobi, Kenya.**

2. ON-SITE REGISTRATION AND WORKING HOURS

On-site registration will open on 6th October 2016 from 0730hrs to 1600hrs at the meeting venue (meeting venue). Delegates are advised to bring along confirmation of registration for the meeting issued by the ITU as well as an official identification document.

3. VISA FORMALITIES

All travelers to Kenya must be in possession of a valid passport issued and recognized by their governments.

From July 2015, the Government of Kenya introduced an online visa application portal that requires all visitors requiring visa to enter Kenya to apply for their e-Visa online via www.ecitizen.go.ke

For complete details on visa requirements, participants are advised to consult the website of the Ministry of Immigration and Registration of Persons of the Republic of Kenya at <http://www.immigration.go.ke/Information.html> or <http://www.immigration.go.ke>. Enquiries can also be addressed to a Kenyan Embassy or Consulate in the countries of residence or via e-mail to the visa section of the Department of Immigration at visa@immigration.go.ke and overseasection@gmail.com.

If a referral visa is required, participants are requested to obtain this official document prior to travelling to Kenya. Information on countries that may require referral visa can be found at <http://www.immigration.go.ke/Information.html>

Communications Authority of Kenya will offer assistance by facilitating the necessary visa issuance for delegates requiring referral visas upon provision of the following documents **AT LEAST TWO WEEKS IN ADVANCE OF TRAVEL:**

1. Photocopy of invitation letter sent to you by the ITU
2. Note verbal from your organization confirming your participation in the Forum
3. Copies of the relevant pages of valid passport
4. Passport size photo
5. Confirmation of Flight booking

4. ACCOMMODATION

Participants are responsible for making their accommodation booking as well as meeting their accommodation costs.

A list of designated hotels has been provided where special rates have been negotiated by the organizing committee. Delegates are encouraged to make their accommodation bookings at any of these listed hotels directly and avail their booking information to the local secretariat via the registration form provided.

5. DETAILS OF ARRIVAL AND TRANSPORT

The Jomo Kenyatta International Airport (JKIA) is the main airport in Nairobi. It is the largest and busiest airport in East and Central Africa. It serves as a transit hub for major airlines as well as the gateway for visitors to Africa's treasured game parks, cultural heritage, scenic landscapes and business opportunities. The airport also serves as a major cargo centre for both inbound and outbound goods.

JKIA is situated in Nairobi, 20 minutes from the Central Business District. Most major hotels in Nairobi have their stations at the arrival terminal for facilitation of guests on arrival. Its connectivity to the rest of the world is also enhanced by the presence of the world's popular airlines.

Participants are responsible for making their travel arrangements. All travel information, including flight number, arrival and departure dates and times should be forwarded to the organizing committee whose contact is provided on the registration form provided on the event website. The host will provide transport to delegates as follows:

- a) On arrival and departure from & to the Jomo Kenyatta International Airport.
- b) From the designated hotels to the meeting venue and back.

6. CURRENCY, BANKS AND CREDIT CARDS

The unit of currency is the Kenya Shilling (Ksh), divided into 100 cents. The indicative exchange rates, as at 1st August 2016 is:

1USD	= Ksh 101
1 EURO	=Ksh114
1 Pound Sterling	=Ksh134

Please note that these rates are subject to change

- Major international credit cards are widely accepted for transactions.
- Banks are open from 0900hrs to 1600hrs Monday through Friday.
- Forex Bureaux located in different parts of the city are open from 9:00hrs to 16.00hrs Monday through Friday.
- Mobile money transfer (e-banking) is offered by the three telecommunications operators: Safaricom, Airtel and Telkom Orange.
- Money transfer services from Western Union and Money Gram are also available in most banks.

7. ELECTRICAL APPLIANCES

The Electricity supply in Kenya is 240 Volts with frequency of 50 Hertz and the electricity plugs are 13 Amp, with the square pin used in most premises.

8. MEDICAL AND HEALTH

Before visiting Kenya, you may need requisite vaccinations and medications for vaccine-preventable diseases and other diseases you might be at risk of at your destination. Note that your doctor or health-care provider will determine what you will need, depending on factors such as your health and immunization history, areas of the country you will be visiting, and planned activities).

To have the most benefit, see a health-care provider at least 4–6 weeks before your trip to allow time for your vaccines to take effect and to start taking medicine to prevent malaria, if you need it. Even if you have less than 4 weeks before you leave, you should still see a health-care provider for needed vaccines, anti-malaria drugs and other medications and information about how to protect yourself from illness and injury while traveling.

VISITORS ARE ADVISED TO HAVE YELLOW FEVER VACCINATION.

9. WEATHER

Kenya enjoys a pleasant tropical climate and the average temperatures in October should be around 11°C - 24°C.

10. LOCAL TIME

GMT +3 hours

11. HOST COUNTRY CONTACT DETAILS

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