



**Workshop on NGN Conformity and
Interoperability Testing Centre(s)
Nairobi (Kenya), 2-4 August 2010**

INFORMATION FOR PARTICIPANTS

1. Meeting venue

The Workshop on NGN Conformity and Interoperability Testing Centre(s) will take place from **2-4 August 2010** at [the Intercontinental Hotel](#), located on City Hall Way, P.O. Box 30353, Nairobi 00200, Kenya, Tel: + 254 (0) 20 32 00 000.

Website: www.ichotelsgroup.com/intercontinental/en/gb/locations/nairobi

2. Hotel Accommodation

Participants are responsible for meeting their accommodation costs. However, special rates have been negotiated by the organizing committee as provided in the **attached List of Hotels**. It is strongly recommended that all reservations in the designated hotels are made through the organizing committee using the **Hotel and Delegate Information Form** provided in annex. The organizing committee shall not be responsible for hotels that are not designated or provided in the recommended list.

3. Visa

Every foreign national travelling to Kenya must be in possession of a valid passport.

For complete details of visa requirements, participants are advised to consult the web site of the Ministry of Immigration of the Republic of Kenya at: www.immigration.go.ke. Enquiries can also be addressed to a Kenyan Embassy or Consulate in the countries of residence. If a visa is required, participants are requested to obtain this official document prior to travelling to Kenya.

Nationals of the following countries do not require visas to enter Kenya: Botswana, Gambia, Lesotho, Malawi, Mauritius, Namibia, Sierra Leone, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Papua New Guinea, Uganda, Zimbabwe, Zambia and Ghana.

Nationals of the following countries may be issued with visas on application, and without reference to the Principal Immigration Officer, Nairobi, Angola, Algeria, Guinea, Guinea Bissau, Burkina Faso, Burma, Benin, Burundi, Rwanda (gratis), Ivory Coast, Central African Rep., Ethiopia, Eritrea, Sudan, Chad, Liberia, Libya, Comoros, Congo (Brazzaville), Togo, Tunisia, Madagascar, Djibouti, Mauritania, Democratic Republic of Congo, Egypt, Morocco, Mozambique, Equatorial Guinea and Gabon.

Communications Commission of Kenya will offer assistance by facilitating the necessary visa issuance upon provision of the following documents **AT LEAST TWO WEEKS IN ADVANCE:**

1. Note verbal from your organization confirming your participation in the event;
2. Copies of the relevant pages of valid passport;
3. Passport size photo;
4. USD 10 for visa administration;
5. Participants who require a visa support letter are requested to send their requests, as quickly as possible, and no later than **30th June 2010** to:

Mutua Muthusi
Assistant Director/Communications and PR
Communications Commission of Kenya
PO Box 14448
Nairobi 00800
Tel: +254 20 4242284
Fax: +254 20 4451866
Email: ituworkshop2010@cck.go.ke

4. Travel and airport transfers

Participants are responsible for making their travel arrangements. Delegates are requested to provide all travel information, including flight number, arrival and departure dates and times by completing and returning the attached Hotel and Delegate Information Form by **Saturday, 17 July 2010** to:

Communications and Public Relations Unit
Communications Commission of Kenya
PO Box 14448, Nairobi 00800, Kenya
Fax: +254 20 4451866
Email: ituworkshop2010@cck.go.ke

Transport will be provided to delegates:

- a) On arrival and departure from the Jomo Kenyatta International Airport.
- b) From the designated/recommended hotels to the venue.
- c) During the various social events organized for the delegates.

Note: Delegates are advised to look out for paging boards or signage with the name of the meeting. Due to the number of delegates expected, the local host may not prepare signage for each individual delegate arriving.

5. Climate

Kenya enjoys a pleasant tropical climate and the average temperatures in July vary between 18°C - 22°C during the day and fall to 11°C at night..

6. Local time

GMT +3 hours

7. Currency, banks and credit cards

The unit of currency is the Kenya Shilling, divided into 100 cents. The indicative exchange rate, as of 5th March 2010, is:

1 Ksh = Ush 26

1 Ksh = Tsh 18

1USD = Ksh. 76

- Major international credit cards are widely accepted for transactions.
- Banks are open from 9:00hrs to 15.00hrs Monday through Friday.
- Forex Bureaux located in different parts of the city are open from 9:00hrs to 16.00hrs Monday through Friday.

8. Vaccination

Yellow fever vaccination is usually required by Health authorities on arrival.

9. Electricity

240V with frequency of 50 Hertz and the electricity plugs are 13 Amp, with the square pin used in most premises.

HOST COUNTRY CONTACT:

Viola Munyoki or Hazel King'ori

Communications and Public Relations Unit

Po Box 14448

Nairobi 00800

Tel: +254 20 4242000

Fax: +254 20 4451866

Email: ituworkshop2010@cck.go.ke

LIST OF HOTELS

HOTELS	Rates are based on	SINGLE ROOM (Rates in US\$) B&B	DOUBLE ROOM (Rates in US\$) B&B
CONFERENCE VENUE Hotel Intercontinental ***** P.O. Box 30667 Nairobi Tel. 254-20-3200000 reservations@icnairobi.com	Deluxe	326	378
Laico Regency Hotel***** P.O Box 57549 Nairobi Tel : 254-20-2887000 reservation@laicoregencyhotel.co.ke	Deluxe Executive	195 430	220 430
The Stanley Hotel ***** P.O. Box 30680 Nairobi Tel. 254-20-2228830 reservations@thestanley.sarova.co.ke	Deluxe	185	225
Fairmont Hotel/The Norfolk ***** P.O. Box 40064 Nairobi Tel : 254-20-2216940	Deluxe	272	272
Nairobi Safari Club ***** P.O. Box 43564 Nairobi Tel : 254-20-2821000 Email info@nairobisafariclub.com	All suites	140	160
The Hilton***** P.O. Box30624 Nairobi Tel: 254-20-2790000 reservations.nairobi@hilton.com	Standard Deluxe	174 214	204 244
Fairview Hotel **** P.O. Box 40842 Nairobi Tel : 254-20-2881000 Email reserv@fairviewkenya.com	Standard	120	128
Hillpark **** P.O. Box 46037 Nairobi 00100 Tel: 254-20-2724312 reservations@hillparkhotel.com	Standard	83	110

<p>The Panafric Hotel *** P.O. Box 30486 Nairobi Tel.: 254-20-2720822 Fax: Email: reservation@panafric.sarova.co.ke</p>	Standard	155	190
<p>Heron Court Hotel*** P.O. Box Nairobi Tel. 254-20-2720740/42/72 Fax 254-20-2721698 Email : herco@iconnect.co.ke</p>	Standard	100	125
<p>Six Eighty *** P.O. BOX 43436 Tel: 254-20-315680 Fax: 254-20-218314 Email : info@680-hotel.co.ke</p>	Standard	60	80
<p>Hotel Boulevard *** P.O. Box 42831 Nairobi Tel. 254-20-227567 Fax 254-20-334071 Email hotelboulevard@kenyaweb.com</p>	Standard	125	165
<p>Comfort Inn Hotel (town)*** P.O. BOX 30425 Nairobi Tel: 254-20-2716003/2727991 Fax : 254-20-2727989/2718838 Email : comfort@kenyaweb.com</p>	Standard	55	75
<p>Silver Springs Hotel *** P.O. Box 61362 Nairobi Tel. 254-20-2722451-57 Fax 254-20-2728061 Email silversprings@iconnect.co.ke</p>	Standard	133	169