



**3<sup>RD</sup> ANNUAL SUB-SAHARAN SPECTRUM MANAGEMENT CONFERENCE AND THE ITU CAPACITY  
BUILDING WORKSHOP  
6<sup>TH</sup> TO 9<sup>TH</sup> MARCH 2018  
INTERCONTINENTAL HOTEL, NAIROBI, KENYA**

**DELEGATES INFORMATION**

**1. MEETING VENUE**

The 3rd Annual Sub-Saharan Spectrum Management Conference will be held from 6<sup>th</sup> to 9<sup>th</sup> March 2018 at the Intercontinental Hotel, Nairobi, Kenya.

**2. HOTEL ACCOMMODATION**

A list of designated hotels has been provided. Participants are responsible for meeting their accommodation costs. However, special rates have been negotiated by the Authority as provided in the list of hotels. Delegates are encouraged to make bookings at any of these listed hotels directly, with reference to the Communications Authority of Kenya corporate rates.

**3. VISA**

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

Nationals of East African Partner States holding valid passports and other acceptable travel documents may be issued with a visitor's pass on arrival at a port of entry into Kenya valid for Six Months. Travellers entering Kenya by road are advised to pass through the gazetted entry points and report immediately to an Immigration Officer.

However, citizens from countries outside the region should note that visas are issued at Kenyan Missions abroad and also at entry/exit points. The duration for the visitor's visa varies depending on the length of stay. Here below are the applicable visa fees:

**VISA FEES**

- i. Transit Visa: US \$20
- ii. Referral Visa: US \$10
- iii. Ordinary/Single Journey Entry Visa: US \$50
- iv. Multiple Journey Visa (for all nationalities): US \$100

**NB. All Visa Fees are Payable in US Dollars ONLY (for all nationalities)**

For complete details of visa requirements, participants are advised to consult the web site of the Ministry of Immigration and Registration of Persons of the Republic of Kenya at: <http://www.immigration.go.ke/>. Enquiries can also be addressed to a Kenyan Embassy or Consulate

in the countries of residence. If a referral visa is required, participants are requested to obtain this official document prior to travelling to Kenya.

#### **4. AIR TRAVEL**

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.

#### **5. TRAVEL AND TRANSPORT**

Participants are responsible for making their travel arrangements including arrival and departure from & to the Jomo Kenyatta International Airport; and from respective hotels to the meeting venue. For safety reasons, delegates are advised to use official taxis rather than public transport minibuses. There are a number of taxi companies available at the airport and around town.

#### **6. CLIMATE**

Kenya enjoys a pleasant tropical climate and the average temperatures in March should be around 12 (mostly night time) to 27 degrees (in the day) celcius . It is mainly sunny with light rains.

#### **7. LOCAL TIME**

GMT +3 hours

#### **8. CURRENCY, BANKS AND CREDIT CARDS**

The unit of currency is the Kenya Shilling (Ksh), divided into 100 cents. The indicative exchange rates, as at 1<sup>st</sup> January 2018 is:

1USD	=	Ksh 103
1 EURO	=	Ksh123
1 Pound Sterling	=	Ksh139

***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 Bureaus 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 four telecommunications operators: Safaricom, Airtel, Telkom and Finserve Africa Limited.
- Money transfer services from Western Union and Money Gram are also available in most banks.

## **9. ELECTRICITY**

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.

## **10. HEALTH INFORMATION FOR TRAVELERS TO KENYA**

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.***

### **HOST COUNTRY CONTACTS:**

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