



ITU Regional Development Forum for Africa (RDF-AFR) and ITU Regional Preparatory Meeting for WTDC-25 for Africa (RPM-AFR)

organized by the International Telecommunication Union
and hosted by the Communications Authority of Kenya

7 – 9 April 2025
Safari Park Hotel & Casino, Nairobi, Kenya

PRACTICAL INFORMATION

1. MEETING VENUE

The International Telecommunication Union (ITU) is scheduled to hold the Regional Development Forum (RDF-AFR) and Regional Preparatory Meeting (RPM-AFR) for the World Telecommunication Development Conference 2025 (WTDC-25) for the African Region from 7 - 9 April 2025 at the Safari Park hotel & Casino in Nairobi, Kenya.

2. HOTEL ACCOMMODATION

A list of designated hotels is annexed to this document as **Addendum I**. Participants are responsible for meeting their accommodation costs. However, special rates have been negotiated by the organizing committee as provided in the list of hotels. Delegates are encouraged to make bookings at any of these listed hotels directly and avail their booking information.

3. ELECTRONIC TRAVEL AUTHORIZATION (ETA)

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

To boost tourism and attract more foreign investments to Kenya, the Government removed all visa requirements for all foreign nationals visiting and transiting through Kenya from January 2024. The vacated visa requirements have been replaced by the Electronic Travel Authorization (ETA) system.

The ETA is exclusively issued electronically, with passengers required to obtain them before departure on the ETA platform (<https://www.etakenya.go.ke>).

The ETA is applicable to all foreign nationals, except for East African Community (EAC) citizens.

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

Enquiries can also be addressed to a Kenyan Embassy or Consulate in the countries of residence.

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. 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. 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. The host will provide transport to delegates as follows:

- a) On arrival and departure from & to JKIA.
- b) From the designated hotels to the meeting venue and back.
- c) During the social event(s) organized for the delegates.

6. CLIMATE

Kenya enjoys a pleasant tropical climate and the average temperatures in Nairobi in April 2025 should be 14 to 24 degrees Celsius.

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 November 2024 are:

1 US DOLLAR	=	Ksh 129
1 EURO	=	Ksh 138
1 STG POUND	=	Ksh 166

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 0900hrs to 1600hrs Monday through Friday.
- Mobile money transfer is offered by the three mobile network operators: Safaricom, Airtel and Telkom
- 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.

11. COVID-19 INFORMATION FOR TRAVELERS TO KENYA

- i. All travelers arriving in the country through any point of entry shall no longer be required to show proof of either COVID-19 vaccination or a pre-departure COVID-19 test.
- ii. Only travelers arriving at any port of entry into Kenya with flu-like symptoms will be required to fill the passenger locator form on the ‘jitenge’ platform: https://ears.health.go.ke/airline_registration/. They will also be required to take a COVID19 antigen test upon arrival at their own cost. Those who turn out positive for antigen test will be required to take a further COVID-19 PCR test at their own cost. Those with severe symptoms shall thereafter be allowed to isolate as per the prevailing isolation requirements for mild, moderate and severe disease.
- iii. Passengers traveling out of the country will be required to abide by the particular travel, health and COVID-19 related requirements of the transit and destination country.
- iv. Pre-departure RDT or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya. Pre-departure RDT or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya.

HOST COUNTRY CONTACTS:

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Addendum I
LIST OF HOTELS

	HOTELS	ROOM TYPE	RATES (US\$) B&B INCLUSIVE OF TAX		CONTACT/ LIASON PERSON
1	Safari Park Hotel & Casino Nairobi P.O Box 45038-00100 Nairobi, Kenya www.safaripark-hotel.com	Deluxe room Single Deluxe room Double Junior suite room single Business Suite Executive suite Presidential suite	170.00 210.00 210.00 250.00 350.00 2500.00		Jane Mary Oduor Sales Executive – Account Manager Safari Park Hotel & Casino P.O Box 45038, Nairobi, 00100 020 3633000 / 020 3633225 / +254 725 648 104 joduor@safariparkhotel.co.ke
	Windsor Golf Hotel & Country Club Kigwa Lane, Ridgeways off Kiambu Road, 00100 Nairobi, Kenya	Deluxe Double room Studio Suites Cottages	296.00 348.00 496.00		Reservations Tel No: +254 20 8647000, +254 722 203361/2/3/4, +254 733 333217/8 reservations@windsor.co.ke
	Movenpick Hotel & Residence Nairobi P.O. Box 1853-00603, Mkungu close, Westlands Nairobi, Kenya www.movenpick.com	Superior room Executive room	280.00 390.00		Wilson Ndagara Sales Account Manager E: Wilson.NJERU@movenpick.com Tel: +254 709548420 Tel: +254725745106
	Villa Rosa Kempinski Nairobi P. O Box 14164-00800, Chiromo Road, Nairobi Kenya, Westlands www.kempinski.com/nairobi Tel: +254203603000 Email: reservations.nairobi@kempinski.com	Superior Room Deluxe Room Balcony Deluxe Room Executive Room	Single 295.00 325.00 355.00 405.00	Double 325.00 355.00 385.00 435.00	Boniface Nganga Groups & Events Manager Villa Rosa Kempinski · Olare Mara Kempinski Masai Mara P.O. Box 14164 -00800, Nairobi · Kenya T +254 703 049 000, F +254 (20) 360 3151, M +254 701 144 276 boniface.nganga@kempinski.com
	Radisson Blu Hotel, Nairobi Upper Hill Elgon Road, Nairobi-00100, +254 (0) 709 810 000 Email: info.nairobi@radissonblu.com Email: reservations@radissonblu.com	Superior room Premium room Executive room Executive suite Presidential suite	210.00 230.00 350.00 900.00 15,000.00		Latiff Issa Sales Manager Tel: +254727581695 Email: Latiff.issa@radissobl.com

	HOTELS	ROOM TYPE	RATES (US\$) B&B INCLUSIVE OF TAX	CONTACT/ LIASON PERSON
	Sarova Stanley, P.O Box 72493, Nairobi-00200 At Nairobi's Central Business District (Corner of Kimathi Street & Kenyatta Avenue) Email: reservations2@sarovahotels.com www.sarovahotels.com	Stanley Single room Club single room Club Double room	135.00 185.00 225.00	Hannah Nderi Senior Sales Account Manager M: +254722319005, Reservations: +254 709111000 Email: Hannah.nderi@sarovahotels.com
	Sarova Panafric Hotel P.O Box 72493, Nairobi-00200 Email: panafric@sarovahotels.com Tel: 254709111000 www.sarovahotels.com	Superior Single Deluxe Single Room Deluxe Double Room	125.00 155.00 195.00	Hannah Nderi Senior Sales Account Manager M: +254722319005 Reservations: +254 709111000 Email: Hannah.nderi@sarovahotels.com
	Pan Pacific Serviced Suites Nairobi Westlands Road Global Trade Center (GTC), 00800 Nairobi, Kenya, Westlands	One bedroom Suite Two Bedroom Suite Three Bedroom Suite	146.00 240.00 576.00	GTC Westlands Road, Nairobi, Kenya Tel No. +254111054540 E. equiry.ppsnrb@panpacific.com
	Gem Suites Riverside Apartments and Hotel, Off Riverside Lane, Riverside, Westlands P.O Box 20982- 00202, Nairobi, Kenya	Superior room Single occupancy Double occupancy	115.00 175.00	Josphat Mwaniki Director of Sales reservations@gemsuites.com Tel: +254722614048
	Mercure Hotel Upper hill Ex. Crowne Plaza Nairobi Upper Hill, An Ihg Hotel Longonot/Kenya Road, Upper Hill P.O Box 25574 – 00100, Nairobi Kenya Tel: (+254) 719 096 000, Tel: (+254) +254 719 096017 Email: Mercure.nairobi@accor.com Distance from Weston Hotel to Mercure Hotel, 4.3KM, 10 Minutes via Langata Road	Superior Rooms Single Deluxe Rooms Single	170.00 190.00	Hellen Wambui Karanja Sales Manager Cell phone: +254 722 48 93 96 Direct line: +254 719 096017 Email: hellen.karanja@accor.com
	Ibis Style Hotel P.O. Box 14746, Westlands-00800, Raphta Road Westlands www.accorhotels.com	Standard room Suite	90.00 170.00	Kevin Mutungi Sales & Marketing Manager E: HB065-SL3@accor.com M: 0742984714

	HOTELS	ROOM TYPE	RATES (US\$) B&B INCLUSIVE OF TAX		CONTACT/ LIASON PERSON
	Park Inn by Radisson Westlands Waiyaki way, Niarobi, Kenya, Westlands	Standard room Superior room	140.00 190.00		Wanjiku Munene Director of Sales wanjiku.munene@parkinn.com Tel: +254795740756, M: 0713531523 E: info.nairobi@parkinn.com
	The Concord Hotel P O Box 31, wangapala road –parklands Tel +2540711111333 www.theconcordhotels.com	Standard Superior	100.00 120.00		David Gichuru- Senior sales Account manager Direct: +254 743283332/0734790252 Office: +254 711 111 333 +254 709 466 000 sales8@theconcordhotels.com
	The Four Points by Sheraton hotel Address Argins Kodhek road, Nairobi Tel +254719078000 www.fourpoints.com	Superior rooms Deluxe rooms Executive	Single 150.00 200 .00 220.00	Double 180.00 230.00 250.00	The reception /Sales Office Tel +254 722-292700 Email: reservations@fourpointsnairobihurlingham.co.ke