



REPUBLIC OF KENYA



United Nations
Economic Commission for Africa

Second Senior Experts Dialogue on Science, Technology, and Innovation and the African Transformation Agenda: Innovation Hubs, Clusters and Parks

02-04 December 2015
Nairobi, Kenya

INFORMATION NOTE FOR PARTICIPANTS

The United Nations Economic Commission for Africa (ECA), in partnership with the National Commission for Science and Technology of the Republic of Kenya (NACOSTI) welcome you to the Second Senior Experts Dialogue on Science, Technology, and Innovation and the African Transformation Agenda: Innovation Hubs, Clusters and Parks, to be held at the Laico Regency Hotel, Nairobi, Kenya on 02 and 03 December 2015, with a field visit organized by NACOSTI to selected innovation hubs around Nairobi on the 04 December 2015.

Please find below some general information on meeting arrangements, which you may find useful. If you have any questions or if there is any way we may be of assistance, do not hesitate to contact Mr. Victor Konde (email: vkonde@uneca.org; tel: +251 11 544 3654) and Ms. Hidat Mebratu (email: hmebratu@uneca.org, tel: +251 11 544 5257).

1. Immigration Requirements

Nationals of the following countries do not require visas to enter Kenya: Botswana, Burundi, Ethiopia, Ghana, Lesotho, Malawi, Mauritius, Namibia, Rwanda, Seychelles, Sierra Leone, South Africa, Swaziland, Tanzania, Zambia, and Zimbabwe.

Nationals of the following countries may be issued with visas on application upon arrival at a Kenyan port of entry: Algeria, Angola, Benin, Burkina Faso, Canada, Cape Verde, Central African Rep, Chad, Comoros, Congo, Cote d'Ivoire, DRC, Djibouti, Egypt, Equatorial Guinea, Gabon, Guinea, Guinea Bissau, Liberia, Madagascar, Morocco, Mozambique, Niger, Nigeria, South Sudan, Sudan, Togo, and Tunisia.

Nationals of the following countries are required to obtain a visa, prior to their departure for Kenya: Cameroon, Eritrea, Libya, Mali, Senegal, and Somalia.

Please note that a single entry Kenyan visa on arrival costs USD 50.00 per person and payment must be made in US dollars or the equivalent in British pounds or Euro at the time of issue.

Participants who require visa upon arrival in Kenya should contact Dr. Stephen Karimi at karimisteve@gmail.com so that necessary arrangements can be made prior to arrival.

It is the responsibility of each participant to secure a visa prior to arrival in Kenya, or to confirm with a Kenyan Diplomatic Mission that you qualify for visa exemption or visa on arrival. For additional information, please visit: <http://www.immigration.go.ke/>.

2. Health Requirements

Participants must ensure that they have taken the necessary vaccinations and that they travel with their vaccination cards. Valid vaccination against yellow fever is obligatory for all travelers from yellow fever endemic countries/regions. Failure to produce a valid yellow fever vaccination certificate at a Kenyan port of entry could lead to refusal of entry, or quarantine until the traveler's certificate becomes valid.

Vaccination against cholera is also required for any person who has visited or transited through a cholera-infected area within six days prior to arrival in the country.

3. Health Insurance

All participants are expected to have health insurance coverage; the United Nations does not provide health care coverage for meeting participants.

4. Travel Arrangements

All sponsored participants will receive their e-tickets from the ECA Travel Unit prior to their departure. As all tickets are booked simultaneously, we would greatly appreciate receiving your completed confirmation form in a timely manner.

Sponsored participants are strongly advised not to purchase their own tickets for any reason without authorization by ECA. Please note that you will not be reimbursed should you proceed to purchase a self-ticket without prior express written authorization from ECA.

Participants who are not sponsored by ECA are responsible for making all necessary travel arrangements.

5. Hotel

ECA will provide Daily Subsistence Allowance (DSA) at the United Nations rate for Nairobi, to sponsored participants for the length of stay necessary to participate in the meeting.

All ECA sponsored participants will stay at Laico Regency Hotel. Non-ECA sponsored participants are strongly encouraged to stay at Laico Regency Hotel for logistic and security reasons. NACOSTI has negotiated a daily rate of USD 135.00 per night at Laico Regency Hotel for all participants attending the meeting. This includes full American breakfast. **Please make your booking request soonest.** Hotel accommodation, meals and transport are the responsibility of the participants. Participants are responsible for settling their hotel bill and all other personal expenses incurred using their DSA.

Laico Regency Hotel is located in the central business district of Nairobi, Kenya conveniently close to hotels, shops, restaurants and bars. It is approximately a 40-minute drive from the Jomo Kenyatta International Airport (JKIA) airport along the Uhuru highway.

Laico Regency Hotel

Uhuru Highway

Nairobi, Kenya

Tel : +254 20 221 1199

Email : reservations.laicoregency@laicohotels.com; jennifer.wanza@laicohotels.com

Website: <http://www.laicohotels.com/laico-regency/>

6. Transport

Make sure to provide your hotel with your flight details should you need to use their shuttle service. Participants are responsible for the cost of the shuttle.

NACOSTI will provide free transport service from the airport to Laico Regency Hotel upon arrival and upon departure.

Participants who want to use the NACOSTI free shuttle service from the JKIA airport to the Laico Regency Hotel are advised to please send their travel itinerary to Dr. Stephen Karimi (email: karimisteve@gmail.com) and Ms. Hidat Mebratu (email: hmebratu@uneca.org).

In the event that a participant decides to arrange a private airport transfer to the hotel, the average cost of a taxi ride from JKIA airport to Laico Regency Hotel is 25 USD.

7. Currency

The Kenyan currency is denominated in “Shillings” and “Cents”. The exchange rate fluctuates based on market conditions. The current exchange rate for the Kenyan Shilling to the US Dollar is approximately KES 102 = USD 1.00. Whereas, the current exchange rate for the Kenyan Shilling to the Euro is approximately KES 109.21= Euro 1.00. Major credit cards are widely accepted in hotels and shops.

8. Electricity

Electricity supply in Kenya is 220-240 volts, 50 cycles AC accessible via a 3 pin British BS-1363 socket.

9. Weather

Located at an average altitude of 1795 meters, evenings in Nairobi may be cool. December marks the beginning of the warm season and is generally characterized by sunny weather. Temperature in December fluctuates between an average daytime high of 24.5 °C and an average nighttime low of 11.7 °C.