

2015

INFORMATION

Seminar Venue

INTERCONTINENTAL HOTEL

City Hall Way P.O. Box 30353 Nairobi 00200, Kenya

Tel :+ 254 20 3200000

Email: sales.icnairobi@ihg.com

Website: <http://www.ihg.com/intercontinental/hotels/gb/en/nairobi/nboha/hoteldetail>

Organizer

ICAO TRIP Programme
International Civil Aviation Organization
 999, Boulevard Robert-Bourassa
 Montréal, Quebec, Canada H3C 5H7
 Tel.: +1 514-954-8219 (6329)
 E-mail: MRTD-trip-events@icao.int

Host State authority

Kenya Civil Aviation Authority (KCAA)
 KAA Complex, Jomo Kenyatta International Airport,
 Nairobi, Kenya
 Tel.: +254 020 827470-75
 Fax.: + 254 020 822300
 P.O. Box 30163-00100 Nairobi
 Email: info@kcaa.or.ke
 Website: www.kcaa.or.ke

Attendance Fee

- **FREE** for government agencies, government-owned companies, academia and NGOs
- **US\$ 1995.00** - for industry (private sector) participants
- For vendor opportunities please e-mail: ckhouzam@icao.int

Seminar participants **must make their own** travel and hotel arrangements and cover their living expenses.

Registration

Participants are requested to **register in advance ONLINE** before **21 October 2015**. Web address:
<http://www.icao.int/Meetings/mrtd-Nairobi-2015/Pages/default.aspx>

Participants will be registered on a first come first served basis. We encourage you to register for the Seminar at your earliest convenience.

Participants will be required to **reconfirm their registration** on site before the Seminar and collect their passes and Seminar materials. Registration Desk will be available at the Seminar venue on:

Monday, 9 November from 14.00–17.00.

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Visas

Participants are advised to ascertain at the respective Embassies whether or not they are exempt from the Kenyan entry visa requirement. Kenya visas may be obtained from the Kenya High Commissions or Embassies. In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the High Commission or Embassy. **It is important to apply for visas well in advance.**

NOTE

Participants from referred countries: Cameroon, Eritrea, Libya, Mali, Senegal and Somalia are required to submit the following documents to ESAF Regional Office at least one and half months prior to the Seminar:

1. Copy of National Passport (valid at for least 6 months).
2. Electronic copies of passport photo (JPEG FORMAT scanned in high resolution).
3. An application form for visa which need to be filled and signed by the participants (Form 22 from: <http://www.kenya.org.za/forms/VisaApplicationForm.pdf>)
4. A letter from State/Organization indicating that you have been nominated to attend the seminar.
5. Indicate arrival/departure dates and how your accommodation/incidental expenses will be met.

Note: ICAO ESAF cannot accept responsibility for applications submitted less than the stipulated one month prior to travel.

Health

It is strongly recommended that participants should have travel insurance (including health) for the duration of their stay in Kenya. Participants should particularly ensure that their insurance is applicable in Kenya. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

Presentation of a valid yellow fever certificate at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, including the following States: Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.

Persons who fail to produce a valid yellow fever vaccination certificate to the port health officials may be required to take the vaccination at the point of entry against payment of US\$15 (subject to change by the appropriate authority). The officials may take other action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Kenya.

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Accommodation

Participants are to make their own hotel reservations and indicate that they are attending an ICAO Seminar in order to take advantage of the special accommodation rates. A list of recommended hotels is available on the website.

Transport*From the Airport*

Taxis are available from the airport to the city centre and the fare normally is between Kshs 1000 to 1500. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival.

To the meeting venue

Participants are requested to make their own arrangements to the venue.

Working Language

The seminar will be conducted in both English and French. Documentation will, to the extent practical, also be provided in both languages.

Local Currency and Foreign Exchange Rates

The basic unit of currency is the Kenyan shilling (Ksh), which is divided into 100 cents. There are silver and bronze coins of 1, 5, 10, 20 and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.

Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 4.00 pm from Monday to Friday and between 9.00 am to 12.00 noon on the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favourable rates. On arrival at Jomo Kenyatta International Airport (JKIA), forex services are available within customs hall, from 7.00 am to midnight.

Telephones

Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Kenya, dial 254 followed by the area code (for landline numbers) and the required number. There are four (4) cellular phone (mobile) operators in Kenya: Airtel, Orange, Safaricom and YU.

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Security

Participants are advised to visit the UNON website <http://www.unon.org> and click on “Security Advice” for the latest information. As in many large cities, crime is prevalent within Nairobi. It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or to travel for any other purpose.

For more Information please contact:

ICAO TRIP Programme
E-mail: MRTD-TRIP-events@icao.int