

## **GENERAL INFORMATION**

### **1. VISA**

1.1 All travellers arriving in Kenya should have a valid passport. Kenyan entry visas are not required for nationals of a number of countries. Participants are therefore advised to ascertain whether or not they are exempt from the Kenyan entry visa requirement. Those who are not exempt should apply for visas well in advance from Kenyan Embassies or High Commissions, which will issue them upon presentation of documentation showing that the applicants are designated representatives to a UN meeting to be held in Nairobi. In countries where there is no Kenyan Embassy or High Commission, the British Embassy or High Commission will generally represent Kenya, and be in a position to issue visas.

### **2. TRANSPORT**

2.1 Jomo Kenyatta International Airport is situated 16 kilometres (a 20 minute drive i.e. depending on traffic) from the city centre. Taxis are readily available. The taxi fare from the airport to the city centre is approximately Kshs.1200/-. However, it is advisable to establish the fare before getting into the vehicle. It is therefore wise to ensure that the taxi is from a reputable company.

### **3. CLIMATE**

3.1 The mean minimum temperature during the month of August is 10.2° C and the mean maximum temperature is 21.4° C. The mean relative humidity is 65 per cent. The month of August is slightly wet with a mean total rainfall of 23.5 mm.

### **4. SECURITY**

4.1 Please visit the Nairobi site of the United Nations Office at: <http://www.unon.org> and click on “Security Advice” for the latest security advice.

### **5. HEALTH**

5.1 International certificate of vaccination against yellow fever is mandatory for travellers over one year of age coming from infected areas. Participants may wish to obtain information on entry requirements by accessing the web page <http://www.who.int/ith/> for information on Kenya.

## 6. CURRENCY

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

6.2 There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring into Kenya. However, the export of Kenyan currency by visitors is strictly forbidden. A maximum of 400 shillings may be taken out. If the amount is greater, all Kenyan currency will be confiscated by the authorities.

6.3 The commercial banks and private foreign exchange bureaux provide exchange facilities. Most banks are open between 0900 and 1600 hours from Monday to Friday. Some banks open between 0900 and 1100 hours on Saturday. There are also a number of foreign exchange bureaux in the city centre. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport are open 24 hours daily.

6.4 Kenyan shilling exchange rates are determined by the inter bank trade which varies daily. The mean rate for 1 United States dollar was approximately Ksh.78.59 in April 2008.

## 7. TAP WATER

7.1 Although the tap water in Nairobi is chemically treated, it is recommended that participants drink only bottled water and beverages.

## ACCESS GUIDE TO AVIATION STATISTICS ON THE ICAO SECURE SITE

To access aviation statistics through the Internet you will need to open your web browser and enter the ICAO secure site address:

[<http://icaosec.icao.int>](http://icaosec.icao.int)

The home page will show the ICAO logo along with two options: **New User** (on the upper left hand corner) and **Login** (on the lower right corner).

### **I am a new user.**

Click on **New User** and a window will open asking you to identify the group you want to join; type **STA** and press enter. After that a form will open requesting some personal information. Please complete the form and send by pressing the submit button at the bottom of the page. An e-mail will then be automatically sent to the manager of the group. Within one working day you should receive an e-mail with a temporary password to access the website. We recommend that you change your password once you login.

### **I already have username/password.**

**Log in** and a window will open showing the groups to which you belong. If you do not belong to the group STA, then click on **Group Membership**; a form will open requesting some information. Please complete the form and send by pressing the submit button at the bottom of the page. An e-mail will then be automatically sent to the manager of the group. Within one working day you should receive an e-mail confirming that access to the STA group has been granted.

Should you experience any problems with the above-mentioned procedures, please contact the Economic Analyses and Databases Section of ICAO by e-mail: [sta@icao.int](mailto:sta@icao.int); tel.: +1 (514) 954-8219 ext. 6284; or by facsimile: +1 (514) 954-6744.

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*International Civil Aviation Organization*

**Second AFRAA/ICAO Workshop on Aviation Statistics**  
 Nairobi, 25 to 27 August 2009

**REGISTRATION FORM**

<b>1.</b>	<b>NAME</b>	
<b>2.</b>	<b>POSITION</b>	
<b>3.</b>	<b>ORGANIZATION</b>	
<b>4.</b>	<b>COUNTRY</b>	
<b>5.</b>	<b>TELEPHONE</b>	
<b>6.</b>	<b>FAX</b>	
<b>7.</b>	<b>E-MAIL</b>	
<b>8.</b>	<b>OFFICIAL ADDRESS</b>	

*Please return this form to:*

*E-mail:*            [sta@icao.int](mailto:sta@icao.int)

*Fax:*                + 1(514) 954-8219 ext. 6320

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## List of Hotels and Rates

HOTEL	RATES TARIFF US \$	ADDRESS	TELEFAX NO.	TELEPHONE	Email
Six Eighty Hotel	55-70 (SBB)- Special Conference rate)	Cr. Muindi Mbingu Street/Kenyatta Avenue	254- 20- 343875	254-20-315680	lucy.gatere@sentrim-hotels.com
Holiday Inn	139.00 (SBB) 168.00 (DBB)	Cr. Parklands Road and Mpaka	254-20-3748823	254-20-3740920/1 3740906	Hi-sales@africaonline.co.ke
The Stanley Hotel	US\$145.00(SBB) US\$185.00(DBB)	Cr. Kenyatta Avenue/Kimathi Street	254-20-249757  Reserv. 254-20-2715566	254-20-316377  Reserv. 254-20-2713333	reservations@sarova.co.ke
Hilton Hotel	US\$115.00 (SBB) US\$145.00(Deluxe)	Mama Ngina Street	254-20-250099	254-20-250000	<a href="mailto:hilton@africaonline.co.ke">hilton@africaonline.co.ke</a>
Nairobi Safari Club	US\$154.00 (SBB) US\$180.00 (DB)	University Way/Koinange Street	254-20-224625 or 215137	254-20-251333	<a href="mailto:Info@nairobisafariclub.com">Info@nairobisafariclub.com</a>
Meridian Court Hotel	US\$63.00 (SBB) US\$89.00( BB)	Murang'a Road, off Moi Avenue	254-20-333658	254-20-313991	<a href="mailto:Meridian@bidii.com">Meridian@bidii.com</a>
Jacaranda Hotel	US\$112.00 (SBB) US\$140.00 (DBB)	Chiromo Road, Westlands		254-20-4448715/6/7	<a href="mailto:cor@jacarandahotel.com">cor@jacarandahotel.com</a>
Grand Regency	141.00 (SBB) 167.00 (DBB)	Loita Street	254-20-217120	254-20- 2887000 254-20 – 2211199	<a href="mailto:info@grandregency.co.ke">info@grandregency.co.ke</a>
Ambassador Hotel	45.00(SBB) 55.00(DBB)	Moi Avenue	254-20-336860	254-20-242933 226733	<a href="mailto:hotelambassador@nbi.ispkenya.com">hotelambassador@nbi.ispkenya.com</a>
Panafric Hotel	95.00(SBB) 155.00(DBB)	Valley Road	254-20-2715905	254-20-2720822	reservations@panafric.sarova.co.ke
Serena Hotel	350.00(SB) 450.00(DB)	Kenya Avenue	254- 20 2725184	254-2822000	<a href="http://www.serenahotels.com/kenya/nairobi">www.serenahotels.com/kenya/nairobi</a>
Windsor Hotel	140.00 (SBB) 160.00 (SBB)	Off Kiambu Rd	254 20 8560160/1	254 20 8562300	admin@windsor.co.ke

*These rates are subject to change without notice.*

DBB = Double, Bed & Breakfast; SBB = Single, Bed and Breakfast; SB, DB= Single, Double Bed only.

**Note: When making their reservations, Delegates should specify that they are attending a UN (ICAO) Meeting in order to be accorded special rates for UN.**

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