

8th AFI AVIATION WEEK 2023

Africa & Indian Ocean

INFORMATION BULLETIN



EVENT VENUE



VISA DETAILS



HEALTH INFORMATION



ACCOMMODATION



ICAO

www.afi-aviationweek.ke



1. Venue of the conference

- 1.1. The meeting will take place in the Raddison Blu Hotel, Upper Hill Nairobi located 15 minutes from the Central Business District (CBD)
- 1.2. Hotel contacts are:
Address: Raddison Blu Hotel, Upper Hill
Contacts & Related Links:
Street/Road: Elgon Road, Nairobi, Kenya
Postal Address: Nairobi, Kenya 00100
Mobile Number: 254 (0)709 810 000
Email: info.nairobi@radissonblu.com
Website: <https://www.radissonhotels.com/en-us/>

2. Contact Persons

- 2.1. For assistance and further information on the venue of the meeting or hotels, please contact:

Ms. Mercy Mbaika
Kenya Civil Aviation Authority
Title: Senior Corporate Communications Officer
Ofc Tel. 0709 725 000
Mercy Cell. +254720993041
Email: afiweek2023@kcaa.or.ke

Hellen Serem
Technical Associate
ICAO ESAF Regional Office
Ofc Tel. +254207622395 or +254207622396
Hellen Cell. +254721434682
Email: icaoesaf@icao.int

3. Registration

- 3.1. Registration of participants will be online as well as take place on Sunday 20th August 2023 from 09:30 am to 16:30pm at the Radisson Blu, Upper Hill Nairobi, Kenya.
- 3.2. The official opening of the Symposium will take place on Monday 21st August 2023 at 09:30am.



4. Language & Communication

- 4.1. The meeting will be conducted in the English and French Languages. Meeting material will ONLY be provided in electronic format. Accordingly, participants are required to bring their own portable computers/laptops configured with Microsoft Windows operating system.
- 4.2. English and Swahili are well spoken in Kenya
- 4.3. Direct worldwide 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, Telkom, and Safaricom.
- 4.4. There shall be free WiFi provided at the Conference Hotel Venue

5. Electricity

- 5.1. Kenya uses the British system's standard three-pin sockets. The domestic power voltage is 240 volts. Participants are encouraged to ensure compatibility with their gadgets or to have international power adapters.

6. Programme

- 6.1. The Symposium programme will be accessed on the Symposium website at: <https://www.icao.int/ESAF/Pages/AFI-WEEK-EVENTS.aspx>

7. Documentation

- 7.1. The Symposium will be run as a paperless event. Symposium information will be available on the website at <https://www.icao.int/ESAF/Pages/AFI-WEEK-EVENTS.aspx>
- 7.2. The Symposium shall have a mobile application with all the events information and shall be compatible with:- **Windows, Android and iOS**



8. Hotels

- 8.1. Participants are requested to make their own hotel reservations and indicate that they are attending an ICAO Symposium in order to take advantage of the special accommodation rates. A list of recommended hotels/lodges is attached at the end of this bulletin.

9. Weather and clothing

- 9.1. While Nairobi is very close to the Equator (about 1.30 S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. In August the mean minimum/maximum temperatures are between 13°C and 26°C.
- 9.2. Nairobi local time is GMT+3.

10. Visa Requirements for Kenya

- 10.1. Participants are advised to ascertain at the respective Embassies whether they are exempt from the Kenyan entry visa requirement.
- 10.2. Kenya visas may be applied for on-line through <http://evisa.go.ke/evisa.html>
- 10.3. In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required.
- 10.4. Participants are encouraged to apply for visitor's visa since the requirements are simpler
- 10.5. It is important to apply for visas well in advance.

11. Airport Transfers

- 11.1 Kenya (the host) will provide airport transfers for arriving delegates from the airport to their hotels (among the preferred hotels) or convenient location.
- 11.2 There's availability of popular ride-hailing companies that offer convenient, affordable transportation services through their mobile apps such as Uber and Little Cab. Payments can be done via cash or credit card.



12. Health

- 12.1. 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.
- 12.2. 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.
- 12.3. 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 actions in accordance with applicable regulations and procedures. For more information, participants may wish to visit the World Health Organization (WHO) [website https://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya](https://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya) for information on Kenya.
- 12.4. The following measures shall apply to travelers departing and arriving in Kenya. All travelers arriving into 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. Only travelers arriving at any port of entry into Kenya with flu-like symptoms will be required to fill out the passenger locator form on the 'jitenge' platform: https://ears.health.go.ke/airline_registration/ they will also be required to take a COVID-19 antigen test upon arrival at their own cost. Those who turn out positive for antigen tests 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. 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. Pre-departure RDT or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya.

13. Banks

- 13.1. The basic unit of currency is the Kenyan shilling (Kshs.), 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.
- 13.2. The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.
- 13.3. Commercial banks and the forex bureau 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 bureaus may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favorable rates. On arrival at Jomo Kenyatta International Airport (JKIA), forex services are available within the customs hall, from 7.00 am to midnight.



14. Customs and clearance

- 13.1. Please click the link below to get more information about Kenya Revenue Authority requirements on Passenger, Customs and border control requirements
<https://www.kra.go.ke/images/Customs/Passenger-Terminals-FAQs.pdf>

List of Hotels

No.	Hotel	Rates (USD/ KSH)	Location	Contacts	Distance From Venue
1	Radisson Blu Hotel	USD 210 KSH 29,820	Junction of Kilimanjaro and Elgon Road Nairobi, Upper Hill, Nairobi	Tel: +254 709 810 000 Contact Person: Pauline Suchi Email: pauline.suchi@radissonblu.com Email: fiona.onunda@radissonblu.com	Venue
2	Crowne Plaza	USD 170 KSH 24,140 USD 200 KSH 28,400	Kenya Road, Upper Hill	Tel: +254 274 6000 Contact Person: Amy Wambui Email: amy.wambui@cpnairobi.com	1.1 km
3	Sarova Stanley Hotel	USD 171 KSH 24,282	Junction of Kenyatta Avenue & Kimathi Street	Tel: +254 722 319 005 Contact Person: Hannah Nderi Email: hannah.nderi@sarovahotels.com	4.4 km
4	Panari Hotel	USD 91 KSH 12,500	Mombasa Road	Tel: +254 723 908 598 Contact Person: Mercy Kariuki Email: mkariuki@panarihotels.com	7.3 km
5	Ole-Sereni Hotel	USD 170 KSH 24,140	Mombasa Road	Tel: +254 732 191 000 Contact Person: Rael Wambugu Email: rwambugu@ole-sereni.com	11.8 km
6	The Boma Hotel	USD 100 KSH 14,200 KSH 120 KSH 17,040	Red Cross Road, South C, Nairobi	Tel: +254 723 495 817 Contact Person: Sadiq Tosh Email: sadiki.tosh@theboma.co.ke	6.2 km
7	Sarova Panafric Hotel	USD 1150 KSH 11500	Along Valley Road, Nairobi	Tel: +254 722 319 005 Contact Person: Hannah Nderi Email: hannah.nderi@sarovahotels.com	3.1 km
8	The Heron Portico	USD 96.95 KSH 9,995	Jakaya Kikwete Road, Milimani Area, Nairobi.	Tel: +254 20 2720740/1/2/3 Contact Person: David Mwaniki Email: reservations@heronhotel.com	3.5 km
9	Hillpark Hotel	USD 100 KSH 14,200 USD 125 KSH 17,750	Lower Hill Road, Upper Hill, Nairobi	Tel: +254 720 703 564, +254 723 883 593 Contact Person: Margaret Mburu Email: margaret.mburu@hillparkhotel.com Email: john.mwai@hillparkhotel.com	1.7 km

10	Sentrim 680 Hotel	USD 85 KSH 8762	Muindi Mbingu Street, Off Kenyatta Avenue, CBD	Tel: +254 714 589 290 Contact Person: Wairimu Karanja Email: reservations680@sentrim-hotels.com	4.3 km
11	Upper Hill Blueberry Hotel	USD32 KSH 4500 USD43 KSH 6000 USD50 KSH 7000	KMA Centre, Junction of Kilimani Mara and Chulu Rd	Tel: +254 701 402 739 Contact Person: Betsy Kimosop Email: info@hotelblueberry.co.ke Email: ruthpharm55@yahoo.com	0.8 km
12	Nairobi Serena Hotel	USD 235 KSH 33,370 USD 400 KSH 56,800	Kenyatta Avenue	Tel: +254-(20) 2822000, + 254 737 595 906 Contact Person: Susan Mutinda Email: nairobi@serena.co.ke Email: susan.mutinda@serenahotels.com	3.4 km
13	Villa Rosa Kempinski Nairobi	USD 201 KSH 28,542	Chiromo Road, Nairobi	Tel: +254 703 049 000 Email: reservations.nairobi@kempinski.com	3 km
14	Best Western Hotel	USD 120 KSH 17,040	Karuma Road Westlands, Nairobi, Next to Sarit Centre	Tel: +254 746 444 444 Email: reservations@bestwesternpluswestlands.com	7.4 km
15	Fairmont The Norfolk Hotel	USD 250 KSH35,500	Harry Thuku Road, opp. KBC	Tel: +254 20 2265000 / +254 20 2265555/ +254 713 531 523 Email: kenya.reservations@fairmont.com	5.1 km
16	Azure Hotel Nairobi	USD 101 KES 14,000	Azure Towers, Lantana Road, Westlands	Tel: +254 709 716 000 / +254 709 716 001/ +254 709 532 000 Email: reservations@prideinazure.com	4 km
17	Sankara Hotel Nairobi	USD 325 KSH46,150	Woodvale Groove, Westlands	Tel : +254 20 4208000 / +254 703 028000 Email: connect@sankara.com Email: stay@sankara.com	6.7 km
18	DusitD2 Hotel Nairobi	USD 130 KSH18,460	14 Riverside Park, Riverside Woods	Tel : +254 020 423 3000, +254 722 627 193 Contact Person: Ruth Mwalwa Email: info.Nairobi@dusit.com Email: ruth.mwalwa@dusit.com	6.8 km
19	The Clarion Hotel	USD 58 KES 8,236	Moi Avenue, Opposite Jevanje Gardens	Tel : 0721 485 024 / 0735 485 024 Email: reservations@theclarionhotel.co.ke Email: info@theclarionhotel.co.ke	5.5 km

20	Fairview Hotel Nairobi	USD 102 KES 14,484	2nd Ngong Ave, Bishops Road, Upperhill Nairobi	Tel: +254 20 288 1000 Email: reservations@fairviewkenya.com	2.2 km
21	La Maison Royale Nairobi	USD 58 KES 8,236	09, Muthithi Rd,	Tel : +254 729 769 253 / + 254 733 769 253 Email: reservations@lrmrhotel.com	3.3 km
24	Zehneria Portico Nairobi	USD 57 KES 8,000 USD 67 KES 9,500 USD 78 KES 11,000	10 Karuna Rd, Nairobi	Tel: +254 202 720 740, +254 731 617 469 Email: reservations@zehneriahotel.com sales@zehneriahotel.com	7.9 km
25	Four Points by Sheraton Nairobi Hurlingham	USD 130 KES 18,460 USD 160 KES 22,720	Argwings Kodhek Rd, Nairobi	Tel: +254 722 292700, +254 720 720 586 Contact Person: Stella Kilonzo Email: sam1@fourpointsnairobihurlingham.co.ke sm@fourpointsnairobihurlingham.co.ke	3.7 km
26	Park Inn By Radisson, Westlands	USD 1030 KES 146,260 USD 1060 KES 150,520	Waiyaki Way, Westlands	Tel; +254 709 498 000 Email: reservations.nairobi@parkinn.com	4.2 km
28	Boulevard Hotel	USD 90 KES 12,780 USD 120 KES 17,040	Harry Thuku Rd, Nairobi	Tel: +254 722 200 755, +254 762 200 755 Contact Person: Marie Paul Email: reservation@hotelboulevard.co.ke	5.6 km
29	Swiss Lenana Mount Hotel	USD 750 KES 106,500	Ralph Bunche Rd, Nairobi	Contact: +254 713 386 426 Contact Person: Humphrey	3.5 km
30	The Concorde Hotel & Suites	USD 169 KES 23,998 USD 189 KES 26,838	31 Wangapala Road, Parklands	Tel; Linda +254 727 479 167 Email: reservations@theconcordhotels.com	5.3 km

A LIST OF RECOMMENDED HOTELS AT AND AROUND THE NAIROBI CENTRAL BUSINESS AREA AND THE VENUE OF THE SYMPOSIUM WHICH OFFERS KCAA/CORPORATE RATES

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Kenya Civil Aviation Authority | Ms. Mercy Mbaika, Senior Corporate Communications Officer
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