



# Participants Handbook

## 1. INTRODUCTION

The information contained in this document is for the benefit of participants and delegates planning to attend the first ever, global Sustainable Blue Economy Conference to be held at the Kenyatta International Convention Centre (KICC), Nairobi, Kenya from 26th-28<sup>th</sup> November, 2018. All correspondence, including enquiries, pertaining to the Conference should be directed to the contact address indicated here below:

Sustainable Blue Economy Conference Secretariat  
Ministry of Foreign Affairs  
NAIROBI, KENYA.  
P.O. Box 30551-00100  
Tel: +254203318888 ext 219  
Email: [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke)  
[www.blueeconomyconference.go.ke](http://www.blueeconomyconference.go.ke)

## 2. LANGUAGES

The official working languages for the Conference shall be English and French.

## 3. PROGRAMME AND SEATS ALLOCATION

The full programme for the conference will be availed in the website in due course.  
The numbers of seats reserved for States will be 2+2 while those allocated to Organisations will be 1+1.

### 3.1 Business and Private Sector Forum

The Business and Private Sector Forum is scheduled to take place on 27th November 2018 within the precincts of the KICC.

Attendance to the Business and Private Sector Forum will be by invitation. Participants wishing to attend the forum are required to channel their requests to the organizing committee through: [businessforum@blueeconomyconference.go.ke](mailto:businessforum@blueeconomyconference.go.ke) or [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke)

### 3.2 Exhibitions

During the conference, exhibitions will be held from 25th to 28th November 2018 at the COMESA Grounds of the Kenyatta International Convention Centre (KICC).

All countries, entities and organisations intending to mount exhibitions are required to submit their application on the Conference web site.

### 3.3 Governors and Mayors Convention

The Governors and Mayors Convention on Sustainable Blue Economy will be held during the Conference, on 27th November 2018.

Participation will be by invitation.

### 3.4 Science and Research Symposium

The Science and Research Symposium of the Sustainable Blue Economy Conference will be held during the Conference, on 26th - 27th November 2018, at the University of Nairobi.

Participants wishing to attend or speak at the symposium can channel their requests to the organizing committee through: [scientificforum@blueeconomyconference.go.ke](mailto:scientificforum@blueeconomyconference.go.ke) or [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke)



### 3.5 Side Events

A number of side events will be organised both before (pre) and during the conference and running parallel to the main conference sessions. The full list of the topics, dates, timings and respective venues will be uploaded on the conference website in due course.

Concept notes and accompanying requests to host the side events can be channelled to the organizing committee through:

[sideevents@blueeconomyconference.go.ke](mailto:sideevents@blueeconomyconference.go.ke) or [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke) before 30 September 2018.

## 4. PLEDGING SEASON AND CALL FOR SUPPORT

A Pledging Season in support of the conference was launched on 20th June 2018 and will run up to, and including the 31st October, 2018. Countries, organizations and private businesses are invited to voluntarily make pledges to support the conference. Three main types of pledges are envisaged: monetary; non-monetary (or in-kind support), and lastly: participation.

It is stressed that the pledge for support is not a pre-condition for participation in the SBEC conference.

## 5. REGISTRATION AND ACCREDITATION

### 5.1 Registration of participants

Registration for the Conference is presently ongoing. All participants (including service providers and media) intending to attend the conference must be registered on the conference web site.

Participating states, international/regional organizations and other entities shall designate in writing (Note-Verbale or formal letter), a Delegation Coordinator (DC) and notify the Secretariat of the name and contact details of the designated DC.

The DCs will coordinate registration and subsequently forward their respective delegation lists - in the prescribed format- under the cover of a Note-Verbale/official letter. The DC shall also be responsible for collection of the badges and vehicle passes on behalf of the delegation.

Individuals who are not affiliated to any entity will have to register on their own and wait for their accreditation to be processed once approved by the Conference Secretariat. This approval will be communicated via the given email.

### 5.2 Registration of Motor Vehicles

Access into the conference premises shall be restricted to officially registered and accredited vehicles and drivers. Delegations using their own vehicles should ensure the vehicles and drivers are duly registered on the conference web site.

### 5.3 Accreditation Centre

The Accreditation Centre will be located inside the Charter Hall of the Nairobi City County Headquarters, directly opposite the main entrance to the KICC. The contact address for the centre is as indicated here below:

Charter Hall  
Nairobi City County  
City Hall Way  
NAIROBI, KENYA

Tel: +254795744357 or +254795744354 (Active from 16–28 November 2018)


Email: [registration@accreditationkenya.com](mailto:registration@accreditationkenya.com)

The Accreditation Centre will be open for the issuance of access badges from 08:00hrs to 18:00hrs from 16th - 28th November 2018.

## 6. VISA AND ENTRY REQUIREMENTS

### 6.1 Visa

Visas to enter Kenya can be obtained through the following procedures:



E-Visa online procedure: Eligible nationalities can complete their application online and pay visa fees on the dedicated website ([www.ecitizen.go.ke](http://www.ecitizen.go.ke)).

Standard procedure in embassies: Those not eligible for the e-Visa, or if the type of visa desired cannot be obtained through the e-Visa procedure, can apply for Visa from the nearest Kenya Embassy.

Visa on arrival: Eligible nationalities who may be issued with a Visa on application and without reference to the Director of Immigration can complete visa formalities upon arrival at JKIA. Travellers' attention is drawn to the fact that the E-visa allows border checks to be passed more quickly.

In case of any difficulties on visa processing, the concerned may call R. J. Cheboi on +254720472553 or contact Kenya Immigration Services at [visasection@immigration.go.ke](mailto:visasection@immigration.go.ke) for assistance.

For expedited 'Referred Visa' application, delegates/participants are advised to submit their request to the Blue Economy Conference Secretariat through their Delegation Coordinators via [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke)

For more information on Kenya visa visit: [www.immigration.go.ke](http://www.immigration.go.ke) or contact:

Department of Immigration Services  
Nyayo House, 9th Floor, Southern Wing  
P.O. Box 30191-00100  
Fax No.: +254 20 2220731  
Tel: +254 20 2222022  
Ext.22215/22346/22083/22225  
Email: [visasection@immigration.go.ke](mailto:visasection@immigration.go.ke)  
[dis@immigration.go.ke](mailto:dis@immigration.go.ke)

## 6.2 Vaccinations

Yellow Fever vaccination certificates will be required for delegates coming from countries with risk of yellow fever transmission or who have transited through countries with risk of yellow fever transmission for 12 or more hours or anybody from

a country currently reporting an active or on-going outbreak of yellow fever. Travellers should be vaccinated at least ten (10) days before travel.

For more information visit the Ministry of Health website at [www.health.go.ke](http://www.health.go.ke)

## 6.3 Customs clearance

Foreign exhibitors are required to inform well in advance, details of their exhibits to facilitate customs clearance. All foreign exhibitors are urged to visit the Kenya Revenue Authority website ([www.kra.go.ke](http://www.kra.go.ke)) to establish whether or not their products may require prior approval/authorization.

## 7. TRANSPORT ARRANGEMENTS

The Government of Kenya will provide delegates with shuttle bus services from the airport to hotels and back. Shuttle services will be available from 25th to 29th November, 2018.

Participants intending to use the shuttle services are requested to inform the organizing committee of their travel itineraries through: [logistics@blueeconomyconference.go.ke](mailto:logistics@blueeconomyconference.go.ke) or [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke)

## 8. ACCOMMODATION

A list of designated hotels is available on the Conference website. The Sustainable Blue Economy Conference Secretariat makes no guarantee, either expressed or implied, on the accuracy of the hotel information given or the availability of rooms at the rates listed.

## 9. MEDICAL AND EMERGENCY RESPONSE

Delegates are encouraged to secure medical insurance cover before travel.

Basic medical and emergency services (clinics and mobile ambulances) will be available for delegates at the airport and conference venues. The facilities will operate 24 hours during the conference.

Further information is available at [www.health.go.ke](http://www.health.go.ke)





## GENERAL INFORMATION ON KENYA

### 1. Climate

Kenya enjoys a tropical climate. November is the peak month of the short rains season, therefore, the weather is generally expected to be rainy. The average temperatures in Nairobi during this month range between highs of 24 degrees Celsius and lows of 14 degrees Celsius.

### 2. Banking Services

Banking hours are from 09:00hrs to 16:00hrs on weekdays and from 09:00hrs to 12:00hrs on Saturdays. Most banks have Automated Teller Machines (ATMs) accepting various international debit and credit cards.

### 3. Foreign Exchange Foreign

Exchange (Forex) Bureaus are readily available within Kenyatta International Convention Centre (KICC) and the Nairobi Central Business District (CBD).

### 4. Telephone Services

Mobile telephone services are quite efficient in Kenya. Some of the main mobile telephone service providers are: Safaricom, AirTel, Telkom and Equitel mobile.

Mobile telephone service providers also provide gateway to internet using 3G and 4G. Mobile phone SIM cards are easily available at the cost of approximately USD1. Delegates should note that registration is required for activation. Fixed telephone services are also available at hotels and other facilities.

### 5. Time zone

Kenya is within the East Africa Standard Time Zone (GMT +3).

### 6. Electricity supply

In Kenya, the standard voltage is 240V. However,

electric appliances from countries whose standard voltage is between 220V-240V can be used. The power sockets are three-pin, square, type G.

### 7. Restaurants and other Hotel Services

African, Western and Oriental cuisine are all available in many Nairobi restaurants.

When dining in Kenya, leaving a tip is voluntary but considered courteous. The same applies to tipping hotel porters.

### 8. Taxi Services

Reliable taxis are readily available within the city, including taxi hailing Apps.

### 9. Business and Shopping Hours

Most businesses generally open from 08:00hrs to 17:00hrs. However, some shopping malls operate until late in the night.

Delegates who wish to shop may seek advice from their hotels on the nearest shopping facilities.

### 10. Tourism

Kenya is a popular tourism destination throughout the year. Tourist attractions range from the white sandy beaches at the coast to scenic landscapes, wild life, memorable mountain expeditions and the majestic beauty of a wide variety of flora and fauna.

Nairobi is also the only city in the world that boasts of a National Park within its proximity. For more information, participants may visit <http://www.magicalkenya.com/>.