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## ADMINISTRATIVE NOTE

### The First AfECN International Conference on Early Childhood Development

16<sup>th</sup> – 19<sup>th</sup> October, 2018 Safari Park Hotel NAIROBI, KENYA

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*16<sup>th</sup> October: Side meetings for skills development*

*17<sup>th</sup> - 19<sup>th</sup> October: Main Conference*

## INTRODUCTION

Welcome to The First AfECN International Conference on Child Development to be held in Safari Park Hotel, Nairobi. We are glad to share with you some general information on the administrative arrangements regarding the venue, travel, visa process, accommodation and costs.

We hope that the information detailed below will help you organize your travel to Kenya.

## VENUE

The First AfECN International Conference on Child Development will be held at the Safari Park Hotel, Nairobi, Kenya from 16<sup>th</sup> to 19<sup>th</sup> October, 2018.


Location and Contact Details: Safari Park Hotel - "The African Paradise" P.O. Box 45038 - 00100 Nairobi, Kenya

Tel: (254-20) 3633000, 0722205683, 0733333713

Sales Contact: +254-20 3633137 / 3633220 / 3633000

Fax: (254-20) 3633919, 8561584

Reservations: [reservations@safariparkhotel.co.ke](mailto:reservations@safariparkhotel.co.ke)





## ACCOMMODATION

### 1. Safari park hotel

We recommend that participants from outside Nairobi stay at the Safari Park Hotel, Nairobi, Kenya for safety and logistical reasons.

We have been offered a special price of Kes.16,500 (USD 165) per single room and Kes.20,500 (USD 205) per person sharing bed and breakfast for all residential participants.

Each participant is responsible for making room reservations directly and for settlement of individual hotel bills and room extras. If you would like to reserve a room at the Safari Park Hotel and enjoy our negotiated rates please use [BOOKING HERE](#). (Control + click for link to work).

All major credit cards are accepted by the hotel. Any queries regarding reservations can be made directly with the hotel by sending an email to [reservations@safariparkhotel.co.ke](mailto:reservations@safariparkhotel.co.ke) with a copy to Esther Nganga ([enganga@safariparkhotel.co.ke](mailto:enganga@safariparkhotel.co.ke))

Alternative Accommodation can be considered in the below hotels which are of close proximity to the Safari Park Hotel.

### 2. Kenya School of Monetary Studies

Single room with dinner Kes.8,300

Without dinner Kes.7,200

Twin room with dinner Kes.6,700

Without dinner Kes.5,600

Distance between KSMS and Safari Park Hotel - 3km | Uber/Taxi services available  
Email reservation request to [reservations@ksms.or.ke](mailto:reservations@ksms.or.ke)

Website: [ksms.or.ke](http://ksms.or.ke)

### 3. Utalii Hotel

Single room bed and breakfast Kes.11,500

Double room bed and breakfast Kes.13,500

Distance between Utalii Hotel and Safari Park Hotel - Less than 10km

Dinner buffet Kes. 2,000 A la carte available

Email reservation request to: [reservations@utalii.co.ke](mailto:reservations@utalii.co.ke)

Website: [utaliihotel.co.ke](http://utaliihotel.co.ke)



### MEALS DURING CONFERENCE

Early morning tea/coffee and pastries, mid-morning and afternoon enriched Teas/Coffee, assorted juices and snacks and lunch will be provided to participants during the conference. Participants will cater for their own dinner and may choose to eat at the restaurants in the hotels.

Restaurants at Safari Park Hotel: Dinner: Café Kigwa (International cuisine), Chiyo (Japanese cuisine), La piazzetta (Italian cuisine), Winners pavilion (Chinese cuisine) or Nyama Choma Ranch (African cuisine)



### MONEY MATTERS

The current exchange rate is approximately US\$1.00 = Kes.100 (June 2018). Most of the shops, supermarkets, hotels and restaurants accept major credit cards such as Visa, American Express and MasterCard.

Cards linked to overseas accounts can also be used to withdraw local currency at ATMs of major local banks. However, cases of credit card fraud have been reported

and caution should therefore be exercised when using ATMs. You can withdraw cash from either the bank counter or ATM machine. You may prefer to use cash, but if using a credit card, do not let it out of your sight while charges are processed.

Lunch and tea are covered in the conference package during the conference days. Please adjust DSA accordingly



## AIRPORT PICK-UP/DROP OFF

Safari Park hotel charges Kes.4,000 one way trip between the airport and the hotel per taxi. Once you confirm that you will use hotel transport, your room account will be charged upon arrival. The driver will be holding the hotel decal with your name at the airport arrivals area, as you exit from baggage claim area.

You may choose to arrange your own transportation from airport to hotel, we recommend that you use the following shuttle services:

- i. Alitex Cabs  
Tel.: +254 726 222117/ 722 260353/ 734 134003  
Email: [control@alitexcabs.com](mailto:control@alitexcabs.com)  
4 seater US\$ 28 | 9 Seater van US\$ 60
- ii. Universal Cabs  
Tel.: +254 20 4440950/1/ 723 837891/ 735 278856  
Email: [sales@universalcabs.co.ke](mailto:sales@universalcabs.co.ke)  
4 seater Ksh. 3,500 (approx. US\$ 35)  
7 Seater van Ksh. 4,000 (approx. US\$ 40)

Uber and Taxify services are also available and reliable.



## COMMUNICATIONS

As nearly everywhere, telephone charges from your hotel room can be very high. In order to be reachable, you may wish to carry your cell phone with you, set to roaming.

The country code for Kenya is +254.

AfECN will not be liable to cover the cost of telephone charges from your hotel room.



## INTERNET AND PRINTING

Free wireless internet access will be available at the meeting room. Participants staying at the hotel are entitled to a complimentary internet connection in their rooms. Printing, photocopying and other computer services are available at the hotel at a fee. Participants are encouraged to bring their own laptops



## VISA AND IMMIGRATION

Visa Applications by visitors to Kenya can be made online via [www.ecitizen.go.ke](http://www.ecitizen.go.ke).

How to apply

1. Click register on [www.ecitizen.go.ke](http://www.ecitizen.go.ke).
2. Select Register as a Visitor.
3. Once Logged in, Select Department of Immigration services.
4. Select submit Application.
5. Select Kenyan Visa.
6. Select the type of Visa and read the Instructions Carefully.
7. Fill in the application form.
8. Pay Using visa card, Mastercard and other debit cards.



9. Await approval via email, then download and print the eVisa from your eCitizen account.
10. Present your printed eVisa to the immigration officer at the port of entry.

#### *Disclaimer*

1. Visa processing fee is non-refundable.
2. Incomplete applications will be rejected.
3. The possession of an eVisa is not the final Authority to enter The Republic of Kenya. Engaging in any form of business or employment without a requisite permit or pass is an offence.
4. A visa is required prior to entry into The Republic of Kenya.
5. The e-Visa printout must be presented at the port of entry

*UNLP holders will continue to be granted Courtesy Visas upon arrival. Citizens of countries that require Referral Visas will continue to apply through the Director of Immigration*

Yellow fever vaccination is a requirement and proof of vaccination (which should be taken at least two weeks prior to travel) will be required at the airport.



## **WEATHER AND TIME**

Temperatures in October are forecasted to be about 24oC  
It is advisable to carry sweaters/light jackets for evening wear.  
Kenya is 3 hours ahead of GMT.



## **ELECTRICITY**

Throughout Kenya, the voltage is 240 volts and the electrical frequency is 50 Hz.  
The hotel has standard three square plugs.



## SECURITY

Nairobi, regrettably, like many other large cities has its share of crime. Exercise caution while out of the hotel – e.g., keep valuable documents and excess money locked in the hotel safe, avoid walking on lonely streets or wearing flashy and/or expensive jewelry or watches, take a licensed taxi booked by the hotel and agree on fare in advance.

A security briefing will be conducted at the start of the meeting by the Hotel Security Manager.

## CONTACTS

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