



AFRALTI & ITU/BDT Workshop

“TELECOMMUNICATIONS BUSINESS MANAGEMENT IN A CONVERGED NETWORK ENVIRONMENT”



22nd – 26th March 2010, AFRALTI – Nairobi, Kenya

PARTICIPANTS INFORMATION NOTE

1. **VENUE**

The workshop will be held at AFRALTI offices, off Waiyaki Way, Nairobi.

2. **ADVANCE REGISTRATION**

Participants are urged to complete and return the attached Registration on/before Friday 12th March 2010.

3. **ACCOMMODATION/HOTELS**

Attached is a Hotel Reservation Form which please use to advise hotel preference* as well as flight details.

**Attached is list of recommended hotels in/around city centre.*

4. **TRANSPORT IN NAIROBI**

From/To Airport - AFRALTI will provide courtesy transport between Jomo Kenyatta International Airport, Nairobi and respective hotels on arrival and departure.

To/From Workshop Venue - AFRALTI will provide courtesy transport between respective hotels and the workshop venue, AFRALTI premises, during the workshop.

5. **VISA REQUIREMENTS**

A valid passport is required to enter Kenya.

Please refer to the nearest Consulate or Embassy of Kenya for the latest visa requirements for travel to Kenya.

Where necessary **and upon request**, AFRALTI will issue a letter of invitation to the participant to support visa application.

6. **HEALTH REQUIREMENT**

The following is recommended:

- Immunization against yellow fever
- Medication for prevention of malaria

7. **CURRENCY**

There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring with them to Kenya. The commercial banks in the city center, forex bureaus and hotels provide exchange facilities.

Rates of exchange fluctuate. Current exchange rates (@ 19.1.10) are as follows:

	<u>Kenya Shilling</u>
United States Dollar	75.86
Pound Sterling	123.55
Euro	109.09

Major international credit cards are accepted in major hotels.

8. **CLIMATE**

Although Kenya is astride the equator, the Nairobi areas and many other parts of the country experience a very pleasant and temperate climate throughout the year. Nairobi is situated at about 1,600 meters above sea level.

Generally, from January to March, and from August to October, it is hot and dry. From April - June and November - December, it is hot and wet.

9. **PAYMENT DETAILS**

Participants should arrange to settle payment on or before start of workshop, in favour of AFRALTI. Bank details are as follows:

US Dollar Account

Standard Chartered Bank
Westlands Branch
P O Box 14438
Nairobi, Kenya
Account No: 870 809 6935 200
Currency: **US Dollars**
Swift Code: SCBLKENXA
Beneficiary: AFRALTI

Kenya Shilling Account

Standard Chartered Bank
Westlands Branch
P O Box 14438
Nairobi, Kenya
Account No: 010 809 6935 200
Currency: **Kenya Shillings**
Swift Code: SCBLKENXA
Beneficiary: AFRALTI

10. **WORKSHOP CONTACTS:**

Jane Mahui or Grace Ngure
Tel: +254 20 444 06 33, +254 710 207 061, +254 733 444 421
Fax: +254 20 444 44 83
Email: jane.mahui@afralti.org; jane.mahui@ties.itu.int or gngure@afralti.org
