



| ICAO



THE ELEVENTH ICAO AIR SERVICES NEGOTIATION EVENT (ICAN2018)

NAIROBI, KENYA 10TH – 14TH DECEMBER, 2018

INFORMATION BULLETIN

WELCOME TO NAIROBI CITY IN THE SUN

Karibu

Welcome

欢迎

Bienvenue

كوب الہا

Bienvenida



1. Venue of the conference

1.1. The meeting will take place at the **Kenyatta International Conference Center** and the **Intercontinental Hotel** in Nairobi located within the Central Business District (CBD)

1.2. The Venue details and contacts are:

a) Opening Ceremony Venue:

Kenyatta International Convention Centre-
Amphitheater (KICC)

Harambee Avenue - entrance through
parliament road

Nairobi, Kenya

Postal Address 30746-00100, Nairobi.

Telephone Number: +254 20 3261000

+254 703 769 928

Website: <http://kicc.co.ke>

b) Bilateral Meetings Venue:

Intercontinental Hotel

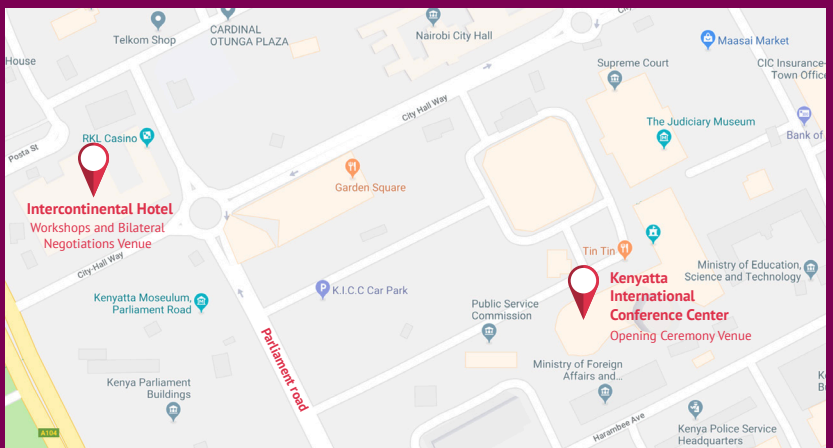
City-Hall Way, Nairobi Kenya

Postal Address 30353-00200, Nairobi.

Telephone Number: +254 20 2219454

+254 20-3200000

Website: <http://www.ihg.com/intercontinental-hotels/gb/en/nairobi/nboha/hoteldetail>



c. Opening Luncheon

All registered delegates are invited to an official opening luncheon hosted in their honour on Monday 10th Dec. 2018 at the lower Comesa ground, Kenyatta International Conference Center (KICC), starting 1300hrs after the official opening ceremony. Please carry your badge for admission.

d. Gala Dinner

All registered delegates are invited to an official gala dinner hosted in their honour on Monday, 10th December 2018 at the Ivory burning site at the Nairobi National Park starting 1900hrs. An Invitation card will be provided in the conference bag.

Transport to Nairobi National park will be provided from the Intercontinental Hotel starting 1800hrs to 1900hrs.

Transport from Nairobi National park to the delegates hotels will be available from 2130hrs to 2330hrs.

e. Workshops

During the Conference there are 6 topical workshops covering areas of interest. The workshops will take place at Intercontinental Hotel from Tuesday 11th to Thursday 13th December 2018. For more information please access www.icankenya2018.co.ke/program.



2. Contact Persons

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

ICAO - Kenya Civil Aviation Authority

Name: Mr. Lawrence K Amukono

Title: National Continuous Monitoring Coordinator

Contact: +254 722 349 320

Email: lamukono@kcaa.or.ke

Security and Transport

Name: Nicholas Muthisya

Title: Logistics and Transport Coordinator

Contact: +254 720 222 882

Email: nmuthisya@kcaa.or.ke

Venue and Hotels

Name: Mercy Mbaika

Title: Corporate Communications

Contact: +254 722 793 041

Email: mmbaika@kcaa.or.ke

Visa and Protocol

Name: Beth Mwakio

Title: Air Transport Officer, KCAA

Contact: +254 720 947 893

Email: bmwakio@kcaa.or.ke

Name: Samson Koech

Title: Protocol Officer, Ministry of Foreign Affairs

Contact: +254 701 905 853

Email: skoech@mfa.go.ke



3. Registration & Accreditation

- 3.1. To ensure more effective handling of participant registration and scheduling of negotiation meetings, registration information will be available on the website at: <https://www.icao.int/Meetings/ican2018/Pages/Registration.aspx>
- 3.2. Registration of all international delegates will be done online. Please contact ICAO.
- 3.3. All local delegates must be accredited by the government of Kenya. They should register on www.accreditationkenya.com/ican
- 3.4. The official opening of the ICAN Event will take place on **Monday 10th December 2018 at 0900hrs** at the Kenyatta International Convention Center.
- 3.5. All registered delegates will collect their accreditation badges as follows:
 - a) Sunday 9th December 2018 12.00noon 6pm at Intercontinental hotel.
 - b) Monday 10th December 2018 0730hrs at Kenyatta International Convention Center.

4. Language & Communication

- 4.1. The meeting will be conducted in English. 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. Worldwide direct 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.

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. +254 is the international dialing code & 020 is the area code for Nairobi

4.4 Translation services for French speaking nations will only be available during the official opening only.

Delegates can book for translation services for bilateral negotiation meetings upon giving 24hrs notice of the request.

5. Electricity

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

6. Programme

6.1. The ICAN 2018 event program can be accessed on the ICAO website at: https://www.icao.int/Meetings/ican2018/Documents/ICAN2018_Programme.pdf

7. Hotels

7.1. The Organizers have negotiated special rates with identified hotels.

7.2. Participants are requested to make their own hotel reservations and indicate that they are attending an **ICAN 2018 Event** in order to take advantage of the special accommodation rates. A list of recommended hotels/lodges is attached at the end of this bulletin.



8.1. 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 December the mean minimum/maximum temperatures are between 13°C and 23°C. Please pack your suitcase accordingly.

8.2. Nairobi local time is GMT+3.

9. Visa Requirements for Kenya

9.1. All foreign citizens wishing to travel to Kenya will need an evisa, except citizens from countries who are exempt. Participants are advised to ascertain with the respective Embassies whether or not they are exempt from the Kenyan entry visa requirement <http://evisa.go.ke/eligibility.html>

9.2. Kenya visas may be applied for on-line through <http://evisa.go.ke/evisa.html>

9.3. Document required during visa application are;

- a. All visitors must hold a passport valid for 6 months with at least 3 free pages.
- b. 1 recent passport photograph taken against a white background
- c. A Photocopy of your bio data page.
- d. ICAO invitation letter
- e. Valid air ticket
- f. Hotel stay reservations

9.4. It is important to apply for your e-visas well in advance. This makes the immigration process simpler & faster.

9.5. Foreign exhibitors are required to inform the host country ICAN2018 secretariat through ican@kcaa.or.ke 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 to establish whether their products may require prior approval/ authorization.

9.6. It is illegal to import any plants or plant related materials without clearance. For more information please visit <http://www.kephis.org/index.php/phytosanitary-services?start=3>



9.7. It is illegal to be found in possession or to trade in (purchase or sell) any form of ivory products in Kenya. http://www.kenyalaw.org/kl/fileadmin/pdfdownloads/Acts/Wildlife__Conservation_and_Management_Act__Cap_376_.pdf

10. Airport Arrival and Transfers

- 10.1. There will be a meet and greet desk at the airport to support the delegates with any assistance they may require. Be on the lookout for ICAO branded help desk & hostesses.
- 10.2. From the Airport, scheduled transport will be organised to ferry delegates along specific routes to the listed hotels on request and according to the bus timetable. To access this service delegates must register via email to ican@kcaa.or.ke with your travel itinerary of hotel by Friday, 30th November 2018.
- 10.3. Taxis are available from the airport to the City Center and the fare is normally between Kshs.2,000 to Kshs. 2,500. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival. Reliable taxis are readily available within the city including taxi hailing Apps.

11. Health

- 11.1. 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.
- 11.2. 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.

11.3. 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 action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith> /for information on Kenya.

12. Banks

12.1. 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.

12.2. The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.

12.3. Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 0900hrs to 1600hrs from Monday to Friday and between 0900hrs to 12.00noon on the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favourable rates. Easiest currencies to exchange are the US Dollar, Sterling pound and the Euro. On arrival at Jomo Kenyatta International Airport (JKIA), forex services are available within customs hall, from 7.00 am to midnight.

12.4. Major international credit cards are accepted in Kenya. Most banks have Automated Teller Machines (ATMs) accepting various international cards. Most establishments & service providers accept them.

13. Local ICAN website and Mobile App

13.1. Delegates are encouraged to access the host country ICAN 2018 website www.icankenya2018.co.ke

13.2. The ICAN 2018 mobile app is available on



14. Cuisine

Being a vibrant cosmopolitan city, Nairobi offers various dining options ranging from Korean BBQ to French Nouvelle Cuisine, Ethiopian Injera to a Traditional Roast Sunday lunch, Hamburgers to Tandoori specialties, you'll find exactly what you're looking for, or a new and unexpected treat.

Kenyans are formidable meat eaters. One of the best-known Kenyan specialties is Nyama Choma- meaning literally 'roasted meat'. There are many popular 'Choma Joints' in most Kenyan towns. Probably the best known is Nairobi's Carnivore, Kenya's most famous restaurant.

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

15. Doing Business

Businesses and government offices in Kenya are open Monday to Friday from 0800hrs - 1300hrs and 1400hrs - 1700hrs Some offices also are open on Saturdays from 0800hrs to 1200noon. 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.

A formal handshake (using the right hand) is the standard form of greeting. It is customary to lower your gaze when greeting someone who is older or of a higher professional rank than you. Address Kenyans by their surname and title unless you are invited to use their first name.

Suits are the expected attire for business meetings, though a shirt and tie will suffice in less formal situations. Kenyans are quite conservative and advance appointments are required for meetings. Call ahead if you are likely to be late.

Most business people speak English and it is customary to exchange business cards. Small talk is normal, and it may take some time to get to the point of a meeting.

When negotiating a price, some haggling is expected, but angry exchanges are to be avoided.



LIST OF HOTELS

KENYA CIVIL AVIATION AUTHORITY AND ICAO Air Services Negotiation Event (ICAN)

No.	Hotel/Rating	Rates (USD)	Address/Location	Contacts	Distance from Venue
1	InterContinental Hotel *****	USD 200	P.O BOX 30353 NAIROBI KENYA/ CITY HALL WAY	Tel : +254 710 800 409 - Aurelius Mukuna Email: aurelius.mukuna@ihg.com	Venue for Bilateral Meetings
2	Crowne Plaza *****	USD 220	P.O BOX 255574,00100 NAIROBI KENYA	Tel: 274600/2746019 – Amy Wambui Email: amy.wambui@cpnairobi.com	2.6 km
3	Radisson Blu Hotel *****	USD 220	P.O BOX 21695-00200 NAIROBI KENYA	Tel : +254 709 810 000 - Caroline Kinuthia Email: caroline.kinuthia@radissonblu.com	3 km
4	Sarova Stanley Hotel Nairobi *****	USD 150	JUNCTION OF KENYATTA AVENUE AND KIMATHI STREET	Tel : +254 720 678 699 - caroline Nduati Email: caroline.nduati@sarovahotels.com	850 meters
5	Eka Hotel Nairobi *****	USD 160	MOMBASA ROAD	Tel : +254 705 450 445 - Joy Minjira Email: jminjira@ekahotel.com	6.8 km
6	Panari Hotel ****	USD 160	MOMBASA ROAD	Tel : +254 723 908 598 - Mercy Kariuki Email:mkariuki@panarihotels.com	6.7 km
7	Ole-Sereni Hotel *****	USD 170	MOMBASA ROAD	Tel : +254 720 934 597 - Rael Wambugu Email: rwambugu@ole-sereni.com	7.4 km
8	The Boma Hotel Nairobi *****	USD 200	P.O BOX 26601-00100 RED CROSS ROAD, NAIROBI	Tel : +254 723 385 037 - Emily Boyani Email: emily.boyani@theboma.co.ke	6.4 km
9	Sarova Panafric Hotel *****	USD 115	ALONG VALLEY ROAD, NAIROBI	Tel : +254 720 678 699 - caroline Nduati Email: caroline.nduati@sarovahotels.com	1.9 km
10	The Heron Portico ****	USD 97 Round off figures	OPPOSITE PROVINCIAL POLICE HEADQUATERS, MILIMANI ROAD, MILIMANI NAIROBI.	Tel : +254 20 272 0740/1/2/3 - David Mwaniki Email: reservations@heronhotel.com	2.3 km
11	Hillpark Hotel *****	USD 85	P.O BOX 46037-00100, LOWERHILL NAIROBI KENYA	Tel: +254 723 541 649 - Saum Maina Email: saum.maina@hillparkhotel.com	2.9 km
12	Silver Springs Hotel *****	USD 93.60	ARGWINGS KODHEK ROAD, NAIROBI, KENYA	Tel : +254 712 762 258 - Sarah Muthoni Email: sarah@silversprings-hotel.com	3.0 km
13	Nairobi Serena Hotel *****	USD 320	Kenyatta Avenue P.O. BOX 46302-00100 Nairobi, Kenya	Tel : +254 - (20) 282 2000 Email: nairobi@serena.co.ke or Tel : +254 734 699 860 - Abduba Nagele Email: anagele@serena.co.ke	2.1 km
14	Villa Rosa Kempinski Nairobi *****	USD 264	CHIROMO ROAD, P.O. Box 14164 – 00800 Nairobi, Kenya	Tel : +254 703 049 000 Email: reservations.nairobi@kempinski.com or Email: kelvin.rukenya@kempinski.com Tel : +254 731 999 802 - Kelvin Rukenya	4.0 km

No.	Hotel/Rating	Rates (USD)	Address/Location	Contacts	Distance from Venue
15	Fairmont The Norfolk Hotel *****	USD 246	Harry Thuku Road P.O. Box 58581 - 00200 Nairobi, Kenya	Tel : +254 20 226 5000 - Marion Matiro Marian.Matiro@Fairmont.com or +254 20 226 5555 Email: kenya.reservations@fairmont.com	2.4 km
16	Azure Hotel Nairobi ***	USD 102	Azure Towers, Lantana Road, Westlands P.O. Box 13760- 00800, Nairobi, Kenya	Tel : +254 709 716 000 - Paul Kamau or +254 709 716 001 Email: reservations@azurehotelnairobi.com	4.6 km
17	Sankara Hotel Nairobi *****	USD 232	Woodvale Groove, Westlands P.O. Box 1638-00606 Nairobi	Tel: +254 703 028000 -Hazel Alusiola hazel.alusiola@sankara.com or +254 20 420 8000 Email: connect@sankara.com	4.5 km
18	DusitD2 Hotel Nairobi *****	USD 236	14 Riverside Park, Riverside Woods P.O Box 41596 – 00100 Nairobi	Tel : +254 020 423 3000 Email: info.Nairobi@dusit.com or Tel : +254 724 167 447 - Charles Matu Email: charles.matu@dusit.com	4.1 km
19	The Clarion Hotel ***	USD 120	Moi Avenue, Opposite Jevanjee Gardens, P.O. Box 5247 - 00506 Nairobi, Kenya	Tel : 0721 485 024 - Martin or Tel : 0735 485 024 Email: reservations@theclarionhotel.co.ke / info@theclarionhotel.co.ke	1.7 km
20	Fairview Hotel Nairobi *****	USD 193	2nd Ngong Ave, Bishops Road, Upperhill Nairobi	Tel: +254 20 288 1403 -Linda Achieng Email: fmanager@clhg.com or Tel : +254 20 288 1000 Email: book@fairviewkenya.com	2.5 km
21	Hilton Hotel Nairobi *****	USD 120	MAMA NGINA ST, NAIROBI	Tel : +254 20 228 8000 - Hellen Wambui hellen.wambui@hilton.com or Email: nairobi_reservations@hilton.com	700 meters
22	Four Points by Sheraton Nairobi *****	USD 175	Argwings Kodhek Rd, Nairobi	Tel: +254 701 990 049 - Fiona sam1@fourpointsnairobihurgham.co.ke or Contact ; +254 20 292 7000	3.2 km
23	Park Inn By Radisson, Westlands *****	USD 155	Waiyaki Way, P.O.BOX 14409-00800	Tel: +254 722 627 193 - Ruth Mwarua Ruth.mwarua@parkinn.com or Contact ; 0709 498000	4.3 km
24	Tamarind Tree Hotel *****	USD 125	Langata Road	Tel: +254 0721 797 850 - Irene Sekenan irenesekenan@tamarind.co.ke	6.3 km



Kenya Civil Aviation Authority
ican@kcaa.or.ke
Nairobi