



**World Customs Organization  
East & Southern Africa  
Regional Office for Capacity Building**

**WCO ESA REGIONAL RESEARCH CONFERENCE  
(The ESARR Conference)**

**23<sup>rd</sup> and 24<sup>th</sup> November, 2017 at the Kenya School of Monetary Studies, Nairobi,  
Kenya**

**Administrative Note**

**1. Introduction:** Dear Participants, we look forward to welcoming you to the 2<sup>nd</sup> WCO ESA Regional Research Conference which will take place in Nairobi, Kenya on 23<sup>rd</sup> and 24<sup>th</sup> November, 2017.

Please find below information related to the administrative matters of the meeting.

**2. Venue:** The 2<sup>nd</sup> WCO ESA Regional Research Conference will take place at the Kenya School of Monetary Studies (KSMS), in Nairobi Kenya.

**3. Transport Services from the Airport to Official Hotels:** The Jomo Kenyatta International Airport (JKIA) is located at the Embakasi suburb, 15 km Southeast of Nairobi's Central Business District and about 23 km to the venue of the conference.

On arrival, delegates will be welcomed by a Team holding 2<sup>nd</sup> WCO ESA Research Conference Banners.

Transport between JKIA and Hotels will be provided to all delegates. For those who may prefer their own transport, there are airport taxis which costs between \$ 20 and \$ 40, one way. Those opting for private transport are kindly advised to use marked taxis.

**4. Accommodation and Reservations:** The Organizing Committee has sourced for hotels closer to the conference venue. The list of selected hotels is attached to this Administrative notes. Kindly note that transport will not be provided to those who will have booked outside the identified hotels on the list as indicated on the attached list.

Invited guests are requested to make their own bookings directly to the hotel of their choice in the identified list (Annex1), You are requested to make your accommodation at least by 15<sup>th</sup> November 2017.

Note: The organizing Committee in Kenya will include:

- Ms. Caroline Wairimu email: [caroline.omiso@kra.go.ke](mailto:caroline.omiso@kra.go.ke), Mobile no. +254 721 696 074
- Ms. Primrose Maina email: [primrose.maina@wcoesarocb.org](mailto:primrose.maina@wcoesarocb.org), Mobile no. +254 724 795 714
- Ms. Judith Mwaura email: [rocb@wcoesarocb.org](mailto:rocb@wcoesarocb.org), Mobile no. +254 720 850 426

**5. Entry Visa to Kenya:** Please note that a valid passport and Visa where applicable, are required to enter Kenya. Also note that Yellow fever vaccine certificate, where applicable is required to enter Kenya.

#### VISA REQUIREMENTS TO KENYA

COUNTRY	VISA REQUIRED
1. Angola	Yes
2. Botswana	No
3. Burundi	No
4. Comoros	Yes
5. Djibouti	Yes
6. Eritrea	Yes (Referred i.e. before arrival)
7. Ethiopia	No
8. Kenya	N/A
9. Lesotho	No
10. Madagascar	Yes
11. Malawi	No
12. Mauritius	No
13. Mozambique	Yes

14.Namibia	No
15.Rwanda	No
16.Seychelles	No
17.Somali	Yes (Referred i.e. before arrival)
18.South Africa	No (If less than 30 days)
19.SouthSudan	Yes
20.Swaziland	No
21.Tanzania	No
22.Uganda	No
23.Zambia	No
24.Zimbabwe	No

Most member countries do not require a visa as listed above, however for those who need one can apply online [www.eCitizen.go.ke](http://www.eCitizen.go.ke).

### **Entry Requirements (On Arrival)**

- Passport Valid for at least Six Months
- eVisa Printout from [www.eCitizen.go.ke](http://www.eCitizen.go.ke)
- Travel itinerary
- Supporting letter e.g. letter from company or Invitation letter for business visits/family visits. Or hotel bookings/details about places to visit if going as tourist.

**6. Medical Insurance Arrangements:** Delegates are expected to have a full medical insurance cover or to make arrangements for any eventualities in the event that their medical condition requires major medical procedures or treatment.

**7. Climate and Weather:** Nairobi and its environs are generally cold, however during this period; November to December, it is hot with an average weather of 24°C.

**9. Meals during the course conference:** 10 o'clock tea, lunch and 4 o'clock tea will be served to all participants. Halaal and vegetarian meals will also be catered for delegates with special dietary requirements. Kindly indicate your meal preference clearly on the registration form. Dinner is at the participants' own discretion and expense. A Welcome Dinner/Cocktail will be served.

**10. Accreditation and Registration at the Venue:** Registration will be done at the Kenya School of Monetary Studies (KSMS) in the morning before commencement of the conference. Additional information will be provided by the welcome Team at the front desk and any assistance that may be required by delegates.

**11. More Information:** For more information, please do not hesitate to write or call the Secretariat team. I wish you good preparations and safe travel to Kenya.