



14TH AFRICAN UNION HIGH LEVEL PRIVATE SECTOR FORUM



LOGISTICS NOTE

Theme:

“Public - Private Sector Engagement for Inclusive Growth and Sustainable Development while Deepening Regional and Continental Trade and Investment towards implementation of AfCFTA.”

This Information Note provides delegates with information concerning the logistical and organizational arrangements of the 14th African Union High-Level Private Sector Forum. The Forum will be held on 10th -12th July 2023 with in-person attendance at:

The Kenyatta International Convention Centre
P.O Box: 30746 -00100
TEL: +254-020-2247277/3620000,
FAX: +254-020-310223, Nairobi, KENYA
EMAIL: info@kicc.co.ke | Website: www.kicc.co.ke
VENUE MAP: <https://goo.gl/maps/FdyP5mAfPvdrCpw99>



1. PROGRAMS

| Date | Meetings |
|-----------------------------|--|
| 10 th July,2023` | Opening Plenary session |
| 11 th July,2023 | Plenary Sessions as per attached Program |
| 12 th July, 2023 | Presidential Session |

2. HOST CONTACT INFORMATION

The Africa Union Commission (AUC), the EAC and the Kenya Private Sector Alliance are working with the Republic of Kenya to host the Forum in Nairobi

| Role | Name | Email Address |
|----------------------|--------------------------|--|
| Commissioner, AUC | H.E Amb. Albert Muchanga | |
| Director, EAC | Ms. Flavia Busingye | fbusingye@eachq.org |
| Deputy CEO, KEPSA | Mr. Victor Ogalo | vogalo@kepsa.or.ke |

Registration and General Questions can be emailed to: bkalekye@eachq.org

3. VISA AND INSURANCE

It is the responsibility of each participant to have the right travel documents and adequate travel and health insurance for the whole duration of this trip. The organizer cannot be held liable for any incidents related to the travel to or within Kenya.

4. ARRIVAL AND DEPARTURE PROCEDURES

- (i) The Jomo Kenyatta International Airport (JKIA) will be the official port of entry. Protocol facilities will be in placed at the Airport to assist delegations on arrival.
- (ii) Protocol Officers of the Ministry of Foreign Affairs and Diaspora Affairs will be available for assistance at the airport.
- (iii) There will be dedicated immigration counters at the main terminal during the Forum to assist delegates. Furthermore, information desks will be located at the venue for the duration of the Forum where information on transport, accommodation, currency exchange and SIM card purchase will be available.

5. SECURITY

The Government of Kenya is providing security for the event. However, delegates are requested to remain vigilant and report any incidences of insecurity.

6. COURTESIES

The host country shall provide courtesies to Ministers from EAC Partner States and Heads of Regional Economic Communities (RECs).

A Shuttle bus may be available for delegates from airport and venue to some designated hotels. However, delegates are requested to attend to their own logistical and transport needs.

7. ACCREDITATION

All participants must be registered online to have access to the Forum.

Participants will be required to be accredited before accessing the meeting venues. Upon accreditation, they will be issued with a conference badge which will allow their access to meeting. To receive a conference badge, participants are requested to visit KICC (Amphitheatre Hall) where accreditation commences on 08th July 2023 - 11th July, 2023.

AUC & EAC are working with the Republic of Kenya to accredit the delegates. Kindly have a copy of your passport, other acceptable Identification Document, and, invitation letter or confirmation of registration online to complete your accreditation for the forum.

8. ACCESS TO THE FORUM

If coming by car, please note that only authorized vehicles will be permitted to enter the security perimeter through the checkpoint located at the entrance of the hotel. To pass this checkpoint, the stickers will have to be displayed on the windscreen of the vehicles.

9. MEDICAL SERVICES

Delegates are encouraged to obtain medical travel insurance that is applicable to Kenya. First aid services will be available at the meeting venue. There are a number of hospitals within less than 500meters to 5km from KICC that you can seek for extensive medical services, such as:

- (a) **The Aga Khan University Hospital, Town Medical Centre on Mama Ngina Street**
- (b) **The Matter Hospital Clinic on Development House 1st Flr, Moi Avenue**
- (c) **Upper Hill Medical Centre, Ralph Bunche Road**
- (d) **Kenyatta National Hospital, Hospital Road**
- (e) **The Nairobi Hospital, Argwengs Kodhek Road**

(f) **The Nairobi West Hospital, Gandhi Avenue**

10. RECOMMENDED HOTELS

Sarova Panafric

<https://bookings.sarovahotels.com/reservation/roomdetails/322730?checkin=20230709&checkout=20230713&bookingcode=AUHLPF>

Villa Rosa Kempinski

Kindly use the [Booking Link](#) for the reservations.
reservations.nairobi@kempinski.com

Radisson Blu, Upper Hill

Please note that Radisson hotel upper hill has agreed on a special rate of **\$200 per person** staying in our superior room.
Email: sales.nairobi@radissonblu.com