



2023 African Parliamentary Network on Illicit Financial Flows and Taxation Continental Meeting (APNIFFT)

25th & 26th October, 2023
Nairobi, Kenya

Logistical note for participants

Organised by



Conference Information

APNIFFT 2023 is a 2-day event with plenty of discussion, debate, and networking opportunities. The overarching theme is Africa's Leadership in Combatting Illicit Financial Flows. The event will be in English and French and structured into the following sessions and activities.

The in-person conference sessions will be held at the **Radisson Blu Hotel in Nairobi, Kenya, from 25 to 26 October 2023.**

The meetings will start at 08:30hrs and end at 17:00hrs (GMT+3) from Wednesday 25 October to Thursday 26 October. Please refer to the latest Agenda for any updates to this schedule.

Find below general information on the Conference arrangements that may help plan your travel to Nairobi and your participation in the Conference.

Sustainable event

The meeting promotes health and well-being of our participants and our environment. In line with our greening initiative, there will be no printouts. The Conference will adopt a paper-smart organisational approach during the APNIFFT Conference: participants will be encouraged to use electronic media as much as possible, and every effort will be made to reduce the number of documents printed. To help achieve those objectives, wireless connectivity will be made available at the Conference, allowing multiple devices to connect.

We also request all delegates to support this initiative by refraining from printing.

Registration and accreditation

All participants attending in person or virtually must confirm their participation in APNIFFT 2023 and complete the online registration form link [here](#).

Participants attending in person should complete the registration form for the accreditation process and the issuance of badges.

Participants joining virtually will be required to complete the link above, after which they will receive the link to attend the Conference sessions.

Digital registration and evaluation forms

We would love to hear from you! Delegates attending in person are requested to complete a registration form using the QR code provided at the Registration Desk on the first day.

The evaluation form will also be made available digitally, and the QR code will also be available at the Registration Desk on the last day. We would like to hear from you before you leave the Conference.



Conference Badges

For security reasons, in-person participants **must show a valid conference badge** to access the Conference venue and meeting rooms. ***Express check-in** will be available for those checking in at the Radisson Blu Hotel.

Conference badges, which must always be worn, will be issued at the registration desk. The loss of a badge should be reported immediately to the registration counter.

Conference languages

The working languages of the conference are English, French, and Portuguese. All plenary sessions will have interpretation in the three languages. French and Portuguese delegates are welcome to tune the ongoing sessions in their home language; therefore, ALL delegates should take a headset if needed.

Please note that APNIFFT pays dearly for missing equipment. Therefore, proof of identity (passport or identity card) will act as security. Please ensure you return your headset to the Registration Desk at the end of the day.

Volunteers

APNIFFT volunteers are easily recognisable in their color t-shirts. Please ask them if you need help or assistance with any aspect of the conference.

Wi-Fi

Please take note of the conference room wi-fi code. These codes will be displayed in the meeting venues.

Indemnity

Whilst we do our best to ensure you have a comfortable and safe stay, the conveners CANNOT be held liable or responsible for any injury or illness during the meeting or resulting costs should participants not travel with health insurance.

Participants are required to sign the Indemnity Form attached here.

Printing

Should you require any printing to be done, please approach the hotel staff directly. This will be billed to your account.

Agenda/Programme

Attached, please find the Concept Note and Programme. APNIFFT will strive to start all sessions on time as per the agenda. Delegates are requested to respect these times, and should you be late, please use the side entrance to the main APNIFFT venue.

Breakaway sessions

A highlight of the APNIFFT is our small group participation in the format of breakaway sessions. Each delegate will be required to sign up for 1 of 4 breakaway sessions at the start of each day. Each session has a maximum capacity of 50. This will be on a first-come, first-serve basis.

Facilities at the Radisson Blu Hotel

The hotel is fully equipped with a fitness centre for those staying at the Radisson Blu and the Spa. The hotel also has a Concierge service for anyone who wants to explore the city after the meeting.

Check-in is from 02:00 PM, and check-out is until 11:00 AM. You may request early check-in or late check-out during booking, subject to availability.

Guests checking in or out before or after the designated periods may be charged an additional fee. The hotel offers luggage storage to guests before check-in and after check-out. The front desk is always open, day or night.

Transportation to hotel

Jomo Kenyatta International Airport (JKIA) is located 10 km from the city and 12 km from the Conference venue.

Chele Tours has trusted shuttle drivers who can transport you from the airport and back at a fee of \$20 one-way. The contact information is available on Page 1. You are also welcome to use your mobile app's Uber or Littlecab services.

Security requirements

The Government of Kenya has put in place adequate measures to ensure the safety and security of all delegates.

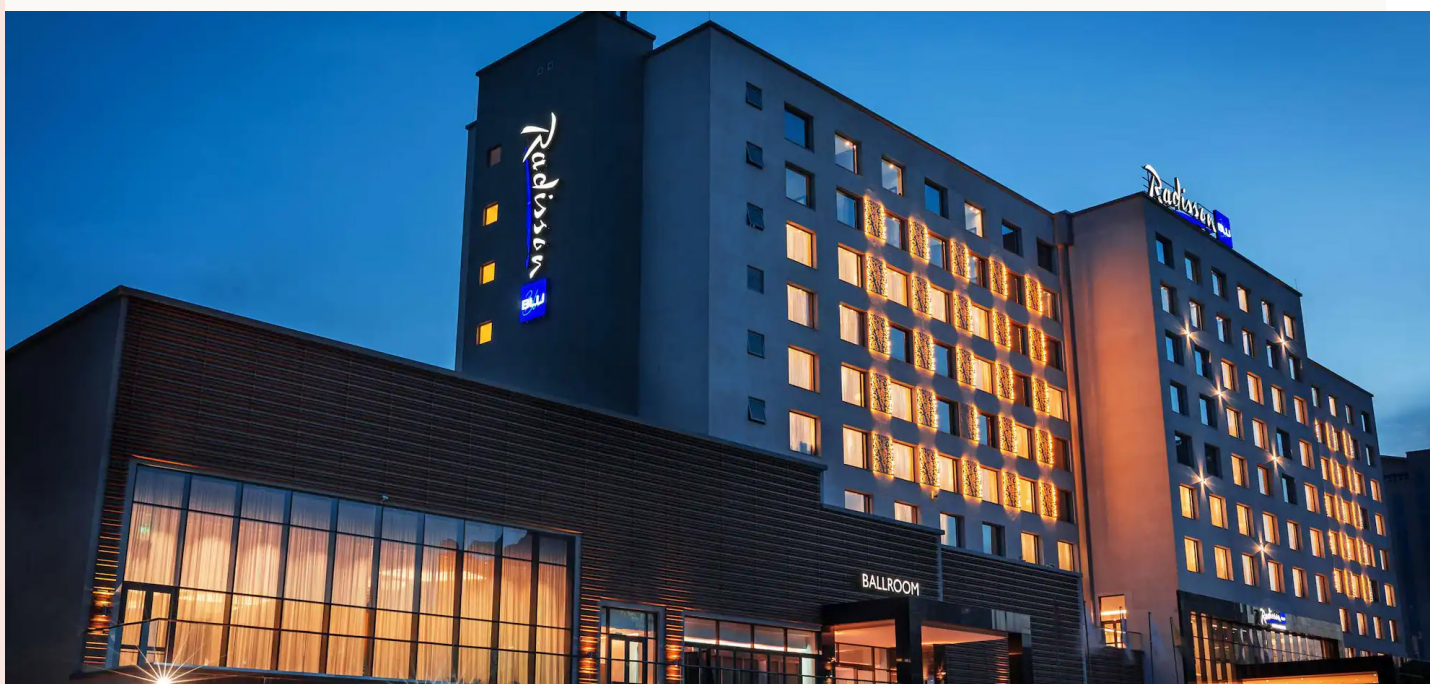
Optimal security measures will be in place at the conference venue and its vicinity, at all the designated hotels, parking areas, and any other area that will be identified for such consideration.

All persons accessing the conference venues will be subjected to security screening.

Appropriate traffic arrangements have been made to ensure the smooth movement of the delegates and visiting dignitaries.

While you are at the Conference, please do the following:

- i) Wear your conference badge visibly and show it to authorised person who asks to see it.
- ii) Do not leave bags and parcels unattended, as they may be confiscated or destroyed.
- iii) Do not bring unauthorised persons or children into the conference facilities.
- iv) Look after your valuable property.
- v) Check that you have all your documents.



About Kenya

Kenya is a country in East Africa with a coastline on the Indian Ocean. It encompasses the savannah, Lakelands, the Great Rift Valley, and mountain highlands. It's also home to wildlife like lions, elephants, and rhinos. From Nairobi, the capital, safaris visit the Maasai Mara Reserve, known for its annual wildebeest migrations, and Amboseli National Park, offering views of Tanzania's 5,895m Mt. Kilimanjaro.

Climate in Kenya

Kenya enjoys a tropical climate, which is pleasant, favorable, and characterised by plenty of sunshine all year round. June, July, August, September and October are the coldest months. Early morning temperatures at higher altitude are typically 10°C/50°F.

It is advisable to pack warm clothing, as morning temperatures will be cold. The Kenya meteorological department has predicted rainfall in the months of October to December 2023.

Health

Delegates coming from [yellow fever endemic countries](#) shall have valid vaccination certificates (vaccinated ten (10) days) before departing for destination country.

All delegates are advised to bring with them their valid yellow fever vaccination certificates when travelling to Kenya.

The risk of malaria is low in Nairobi. However, delegates are advised to consult a medical practitioner for appropriate malarial prevention before travel. Read more about [recommended vaccinations](#).

Delegates will be responsible for the cost of all health, medical, hospital and associated resources and services. Delegates are strongly advised to obtain medical and travel insurance before commencing their journey.

Several major hospitals are just a short distance from the venue, including [Kenyatta National Hospital](#), [Nairobi Hospital](#), [Aga Khan Hospital](#), [M.P SHAH Hospital](#), [Gertrude Hospital](#) and [AAR Hospital](#).

Most hospitals in Nairobi accept international insurance coverage (See Annex iii for insurance companies).

Delegates on any routine medication are advised to travel with their usual medication in sufficient quantities to cover the meeting days.



COVID-19

All delegates arriving through any port of entry in Kenya shall no longer be required to show proof of either COVID-19 vaccination or a pre-departure COVID-19 test.

Only delegates with flu-like symptoms must fill out the passenger locator form on the 'jitenge' platform: https://ears.health.go.ke/airline_registration/. They will also be required to take a COVID-19 antigen test at their own cost upon arrival.

Those who turn positive for antigen test will be required to take a further COVID-19 PCR test at their own cost. Those with severe symptoms shall then be allowed to isolate as per the prevailing isolation requirements for mild, moderate, and severe disease.

Pre-departure Rapid Diagnostic Test (RDT) or PCR testing may be considered at the discretion of any airlines departing from or terminating in Kenya.

Travel and accommodation

For delegates arranging their travel arrangements, including flight and accommodation reservations, special negotiated rates have been set for a limited number of rooms with the **Radisson Blu Hotel under Group Code: TJNA102023**.

All prices include a buffet breakfast. Please note that rooms are subject to availability and will be allocated on a first-come, first-serve basis.

It is recommended that you start accommodation bookings as early as possible. The following hotels are also near the Conference venue; a credit card is usually required for reservation.

- ▶ [Crowne Plaza Hotel, Nairobi Upper Hill](#)
- ▶ [Hill Park Hotel, Nairobi](#)
- ▶ [Serena Hotel Nairobi](#)

Visa

All delegates are responsible for ensuring they have the correct documentation before departing to Nairobi. Delegates must apply for Kenyan Visas online through www.evisa.go.ke portal. A guide to those countries that require visas to enter Kenya is published on [Kenya's Immigration Website](#).

All diplomatic, official, and service passport holders attending the APNIFFT must also apply for Kenyan visas online, after which they will be issued courtesy (gratis) visas. Or receive their visas issued upon arrival.

Requirements

- ▶ Passports **should be valid for at least six (6) months from the entry date** and should have at least one (1) unused page when presented for endorsements.
- ▶ Applicants must hold a Note Verbale from respective Governments or an official letter from the respective Organisations.
- ▶ One must attach a clear passport bio-data page and a clear photograph during the application process. The file format of the attachments should be JPG, and the size should be 293KB passports.
- ▶ Single-entry visas are obtainable upon arrival for USD 50.

For more information on Kenya visas, visit www.immigration.go.ke or contact Mr. Xavier

Other Useful Information about Kenya

Languages

Kenya is a multi-ethnic State with a great variety of languages spoken. English is the official working language of the Government, while Kiswahili is the widely spoken language.

Banking services

Business hours are generally from 0830hrs to 1600hrs on weekdays and from 0830hrs to 1200hrs on Saturdays. The banks remain closed on Sundays and public holidays. Most banks have Automated Teller Machines (ATMs) accepting various international debit and credit cards.

Foreign exchange

Kenya operates a liberalised forex market. Delegates can access Forex Bureaus at the Airport, hotels, and banks. The currency of Kenya is Shilling (KES) and is issued in 1000, 500, 200, 100 and 50 banknotes and 40, 20, 10, 5 and 1 coins.

Telephone services

Mobile telephone services are quite efficient in Kenya. Some leading mobile telephone service providers are Safaricom, Airtel and Telcom, offering voice, data, messaging, and mobile money services.

The telcos operating in Kenya also provide access to internet coverage using third generation (3G), fourth generation (4G) and fifth generation (5G). Cell phone SIM cards are readily available at the cost of approximately KES. 140. Delegates should note that registration is required for activation.

Time zone

Kenya is within the East Africa Standard Time zone (GMT +3).

Electricity supply

In Kenya, the standard voltage is 240V. However, electric appliances from countries whose standard voltage is between 220V and 240V can be used. The power sockets that are used are three-pin square type G.

Restaurants and other hotel services

African, Western and Oriental cuisines are all available in Nairobi restaurants. When dining in Nairobi, leaving a tip is voluntary and considered courteous.

Taxi Services

Reliable online and traditional cab/taxi operators are readily available within the city, offering reliable and affordable services. Delegates can download the Uber, Little Cab, Bolt apps and attach your payment method to begin using the service.

Payment can be made in local currency.

Tipping the taxi driver is customary for good service but not mandatory. Do not feel obligated, nor should the taxi/cab driver force you to tip them.

Business and shopping Hours

Most businesses are generally open from 0800hrs to 1700hrs. However, some shopping malls operate 24 hrs. Delegates who wish to shop may seek advice from their hotels on the nearest shopping facilities.

Tourism

Kenya is a popular tourist destination throughout the year. Tourist attractions range from the white sandy beaches at the coast to scenic landscapes, memorable mountain expeditions and the beauty of a wide variety of flora and fauna.

Nairobi is also the only city in the world that boasts of a National Park within its proximity.

Organisers contacts

Conference venue	Radisson Blu Hotel, Upper Hill T: +254727581695 E: latiff.issa@radissonblu.com
General events queries	Rodgers Kidiya T: +254710881696 Millie Abila T: +254713291340
Media queries	Lynda Odhiambo T: +254712495410
Conference Logistics	Xavier Ndalila +254715332255 Grace Kalekye +254743396166 Edwin Birech +254722991254
Shuttle services/ Airport transfers \$20 one way	Chelel Tours +254720575547 Littlecab - Download app Uber - Download app
Emergency contact	Xavier Ndalila +254715332255 999 / 112 / 911

Follow the APNIFFT conversation on our social media platforms and hashtag #APNIFFT2023

Twitter: @TaxJusticeAfric

Facebook: Tax Justice Network Africa

LinkedIn: Tax Justice Network Africa

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