



**East Africa Tourism Development Forum**  
Mombasa, Kenya  
20-22 August 2015

Madrid, July 2015  
Original: English

### GENERAL INFORMATION NOTE

1. The World Tourism Organization (UNWTO) and Ministry of East African Affairs, Commerce and Tourism of Kenya are organizing jointly **the East Africa Tourism Development Forum, to take place in Mombasa, Kenya, from 20 to 22 August 2015** at the kind invitation of the Government of Kenya. The forum is open to the participation of Member States, affiliate members invited delegations, as well as to representatives of the tourism and the media related to tourism.

#### **I. VENUE OF THE CONFERENCE**

2. The Forum will be held at: **The Sarova Whitesands Beach Resort and Spa, Mombasa**

Address: P O Box 90173 (80100) Mombasa

Tel.: +254 719 022000/ +254 41 2128000

Fax: +254 41 5485652/405

E-mail: [reservation@sarovahotels.com](mailto:reservation@sarovahotels.com) and copy

[Matthew.gichohi@sarovahotels.com](mailto:Matthew.gichohi@sarovahotels.com)

#### **II. REPLIES TO INVITATIONS**

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3. Governments and other bodies invited by UNWTO and the Ministry of East African Affairs, Commerce and Tourism of Kenya are requested to send their replies to the following addresses at the latest on **14<sup>th</sup> August** indicating as much as possible, the composition of their delegations:

### III. STATUS OF PARTICIPANTS

4. The Government of Kenya will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay in Kenya. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations of 13 February 1946.

### IV. ENTRY FORMALITIES

5. A valid passport is required for visitors to Kenya. **Entry visas may be obtained at Kenya's diplomatic and consular representations abroad.** The following countries are exempt from visa to Kenya

1. The Bahamas	2. Barbados	3. Belize	4. Botswana
5. Brunei Darussalam	6. Cyprus	7. Dominica	8. Eritrea
9. Ethiopia	10. Fiji Islands	11. Gambia	12. Grenada
13. Grenadines	14. Ghana	15. Jamaica	16. Lesotho
17. Malawi	18. Mauritius	19. Maldives	20. Malaysia
21. Namibia	22. Nauru	23. Nauru	24. Papua New Guinea
25. St. Lucia	26. St. Vincent & Samoa	27. San Marino	28. Samoa
29. Seychelles	30. Singapore	31. Sierra Leone	32. South Africa
33. Swaziland	34. Tanzania	35. Tonga	36. Trinidad & Tobago
37. Tuvalu	38. Uganda	39. Vanuatu B	40. Zambia
41. Zimbabwe			

6. Participants travelling from countries, in which Kenya does not have a diplomatic mission, can obtain a visa upon arrival at the airport in Mombasa. Prior information on such participants-their Passport Numbers and Bio Data should be scanned and forwarded to the Ministry of East African Affairs, Commerce and Tourism of Kenya, for processing and clearance of Kenya Immigration Service.

### V. TRANSPORT

7. The Ministry of East African Affairs, Commerce and Tourism of Kenya will arrange free transport for all participants upon arrival, and departure from the airport, as well as return transport between their hotels and the meeting place. All participants are therefore, requested to register on-line at the following link giving details of their arrival and departure

### VI. AIRPORT TAXES

8. No airport taxes are applicable

**VII. RECEPTION AT THE AIRPORT**

9. There will be a reception/information desk available for delegates at the airport in Mombasa.

**VIII. ACCOMMODATION**

10. The delegates are requested to make their own arrangements by contacting their chosen hotel through the phone and fax numbers and the email addresses, and to make their reservations according to the hotels listed below. Delegates may communicate information of hotel of their choice to the Kenyan Ministry Officials for follow ups. They should specify that they will be attending the **East Africa Tourism Development Forum to take place in Mombasa, Kenya, 20-22 August 2015.**

11. List of Hotels proposed by the Ministry of East African Affairs, Commerce and Tourism of Kenya:

Hotels	standard Price in US dollars (VAT included )		Information Tel / Fax / Mail	Distance from the venue of the regional seminar
	Rooms	Suites		
<b>The Sarova Whitesands Beach Resort and Spa, Mombasa</b>	<p>\$143 per single per night for standard room on Half Board basis</p> <p>\$185 per single per night for palm room on Half Board basis</p> <p>\$250 per single per night for sea facing room on Half Board basis</p> <p>\$259 per night for premier sea front room on Half Board basis</p>		<p>1. Contact Person: Urbanus Musyoka – Telephone: + 254 719 022000/ +254 41 2128000</p> <p>Email: <a href="mailto:reservation@sarovahotels.com">reservation@sarovahotels.com</a> and copy <a href="mailto:Matthew.gichohi@sarovahotels.com">Matthew.gichohi@sarovahotels.com</a></p>	
<b>Serena Beach Resort and Spa, Mombasa</b>	<p>\$135 per single per night for standard room on Bed and Breakfast</p>		<p>1. Contact Person: Priscillah Katana – Telephone: + 254 732125000/ +254 733584584/45/01.</p>	3 Kms (10 minute drive from the venue

			2. Contact Person: Lucyannah Benson Telephone: +254 731699884  Email: <a href="mailto:msbhreservations@serena.co.ke">msbhreservations@serena.co.ke</a>	
<b>Voyager Beach Resort, Mombasa</b>	\$138 per single per night on Half Board basis  \$133 per single per night on Bed and Breakfast		1. Contact Person: Francis Ndonye Telephone: +254 720 596856/ +254 720 201155/ +254 734 699959/ +254 739 167804  Email: <a href="mailto:francis.ndonye@heritagehotels.co.ke">francis.ndonye@heritagehotels.co.ke</a>	4 Kms (10 minute drive from the venue)

**IX. HEALTH REQUIREMENTS**

12. Yellow fever vaccination certificates are required of all travellers over one years of age and arriving from the following destinations Central & West Africa, South & Central America, South East Asia, India, Nepal, Sri Lanka, Bangladesh. These vaccinations should be obtainable from the destinations air and sea port as well as city.

**X. REGISTRATION AND ACCREDITATION**

13. At the place of the meetings, a registration desk will be open **one day** before the start of the proceedings. Badges will be issued at the time of registration.

**XI. WORKING LANGUAGES**

14. The working language of the regional conference will be English. The documents will be prepared in English. Simultaneous interpretation will be provided in English and French.

**XII. SOCIAL PROGRAMME**

16. Mombasa International Cultural Festival (14<sup>th</sup> to 23<sup>rd</sup> August 2015) at Mama Ngina Drive (optional)

**XIII. CURRENCY REGULATIONS**

17. The local currency of Kenya Kenyan Shilling. The current rate of exchange on the Kenyan shilling of the Euro and the US Dollar(\$) is as follows:

1 Euro = 112.93 Kenyan Shilling (KES)

1 US Dollar (\$) = 101.95 Kenyan shilling (KES)

**As at 29 July, 2015: Further update on the exchange rates is available on the Central Bank of Kenya website; [www.centralbank.go.ke](http://www.centralbank.go.ke)**

**XIV. CLIMATE**

18. The average temperature in Mombasa in the month of August ranges from 20 to 27 degrees Celsius.

**XV. LOCAL TIME**

19. The local time in Kenya is 3 hours ahead of the Greenwich Meantime (GMT + 3:00).

**XVI BUSINESS & SHOPPING HOURS**

20. Banks are open from 9am to 4pm; some of the major international banks include; Commercial Bank of Africa, Barclays Bank, Kenya Commercial Bank, Standard Chartered Bank among others.
21. Shops are open from 9am to 9pm; There is the City Mall Nyali also known as Nakumatt Shopping Mall which is the major one stop shopping complex and this is complimented with other small/medium scale shops located in various parts of the city.

**XVII. INFORMATION ON THE WEB SITE**

22. For further information on the regional conference, please refer to the UNWTO website: <http://africa.unwto.org>