



Theme: Building Resilience to Mitigate the Impact of Drought and Floods

LOGISTICAL GUIDE

5-7 June 2018
Hilton, Nairobi, Kenya



CONFERENCE HOTLINE: 0719540440

A LOGISTICAL GUIDE FOR THE 2018 KIPPR ANNUAL REGIONAL CONFERENCE

1.0 INTRODUCTION

KIPPR is a State Corporation established by an Act of Parliament with a key mandate to provide quality policy advice to the Government of Kenya, private sector and other key stakeholders. In doing so the Institute undertakes capacity building and conducts policy research and analysis as well as facilitating exchange of policy ideas through forums such as a conference.

The Institute has organized a conference themed “Building Resilience to Mitigate the Impact of Drought and Floods” that will bring together stakeholders and partners involved in management of droughts and floods to explore policy options and areas of institutional strengthening in ending the emergencies of such events.

2.0 OVERALL OBJECTIVES OF 2018 ANNUAL REGIONAL CONFERENCE

The conference is expected to generate the following outcomes:

- Lessons from good practices across the region
- Dissemination of research results and successful interventions
- Meet and network with relevant stakeholders in the area
- Be part of a key regional policy development that can inform robust recommendations for action

3.0 EXPECTED DELEGATES TO THE CONFERENCE

The Conference targets about 500 delegates comprising officials from national and county governments, representatives of national authorities in the East Africa and other regional blocs, regional think tanks, Research Institutions, Private Sector, Media, Development Partners, Academia, agencies in charge of disaster management and managing programmes to mitigate drought and floods as well as civil society representatives.

4.0 VENUE OF THE CONFERENCE

The 2018 Annual conference will be held at Hilton Hotel, Nairobi. The facility is situated in Nairobi Central Business district, along City Hall Way. It is approximately 17.3 km from JKIA and 15.6 km from the SGR Nairobi Terminus via Mombasa Road/A104. Hilton hotel is disability friendly with lifts to assist mobility of delegates with disabilities. There will be sign language interpreters at the conference and guides for persons with visual disabilities are accommodated.

5.0 WEATHER AND CLIMATE

Mostly cloudy with light showers with high of 21°C and low of 13°C.

6.0 TIME ZONE

The Time Zone in Kenya is +3 GMT.

7.0 ACCOMMODATION - WHERE TO STAY DURING THE CONFERENCE

There are several hotels with different ratings within CBD and its environs.

8.0 MEALS

All participants will receive lunch on the three conference days as well as tea and coffee breaks. You are also invited to a cocktail on the evening of the first day, 5th June 2018.

9.0 INTERNET ACCESS

All participants will be able to log on to the Hotel's Wifi. The password will be made available throughout the event.

10.0 VISA INFORMATION

To confirm whether a visa is required, please visit <http://evisa.go.ke/evisa.html> and click Eligibility.

11.0 CURRENCY

Foreign exchange bureaus are available at the airport and in the City Centre. There are two banks at the Venue which also offer currency exchange services. Exchange rates can be viewed at: <https://www.centralbank.go.ke/rates/forex-exchange-rates/>

12.0 REGISTRATION OF DELEGATES

All delegates are required to register online. To register kindly visit the dedicated conference website www.kippraconference.org.

13.0 EXHIBITION BOOTHS BOOKING

To register as an exhibitor, kindly use the link <https://kippraconference.org/registration-exhibitor/>. Booths, exhibition tables and chairs will be provided but the exhibitor will bear branding costs. Exhibitors must set up their booths on the night of 4th June 2018.

14.0 SECURITY

Security personnel will patrol the entire conference facility throughout the days of the conference. All participants will be screened at the entrance and accreditation will be done at the registration desks provided. There will be ushers to assist with logistics at the event. Delegates are expected to provide their Identification card (Local Delegates) or Passport (International Delegates) on request at the registration desk and collect their badges. Delegates are requested to display their badges during the entire period of the conference.

15.0 HEALTH & SAFETY

The Hotel has a resident Doctor and Nurse and First Aiders in case of medical emergencies. However, the participants will meet the cost of medication.

CONTACTS OF CONFERENCE SECRETARIAT

Dedicated Conference Hotline: 0719540440

Conference email: info@kippraconference.org

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Republic of Kenya



The Kenya Institute for Public Policy Research and Analysis (KIPPR)

2nd Floor Bishops Garden Towers,
Bishops Road

P.O. Box 56445-00200, Nairobi, Kenya

Phone: Tel: +254 20 4936000

+254 20 4936000 / 2719933/4

Email: admin@kippra.or.ke

complaints@kippra.or.ke

onlinefeedback@kippra.or.ke

