Dear Participants,

We are one week away from the AU E-commerce conference scheduled for July 23 – 25 July 2018 in Nairobi, Republic of Kenya, and we look forward to your participation. Below are some useful information to facilitate your preparation and participation in the Conference.

<table>
<thead>
<tr>
<th>Venue</th>
<th>The AU E-commerce conference will be held at the Nairobi Hilton Hotel, located in the heart of the central business district, a short walk from the Jomo Kenyatta International Convention Center and 25 minutes from Jomo Kenyatta International Airport. The exact Room will be communicated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and badge collection</td>
<td>Registration and collection of badges to access the Conference room will take place between 8am and 8:45 min on Monday 23, July 2018 at the Hilton Hotel.</td>
</tr>
<tr>
<td>Air Tickets</td>
<td>A round return air ticket in economy class will be provided to participants sponsored by the AU Commission.</td>
</tr>
</tbody>
</table>
| Visa | - Visa on arrival are being organised for participants who require visas.  
- **NB:** Participants are advised to carry the amount of US$50 to facilitate the payment of visa fee at the airport. |
| Accommodation | - The AU Commission has negotiated a rate of US$90 per night including breakfast at the Hilton Hotel for all participants.  
- For those who wish to make their own hotel reservation, a list of recommended hotels is available at: [http://kahc.co.ke/kahc-members-directory.php](http://kahc.co.ke/kahc-members-directory.php)  
- Participants are kindly requested to communicate their preferred option to the following AU Commission staff by Wednesday July 18, 2018:  
  1. Mrs Marie Josiane Ngah NdjieM@africa-union.org  
  2. Mr. El-anzize Ali Boana Hidi HidiA@africa-union.org |
| Transport from and to the airport | - The AU Commission has arranged ground transportation from and to airport for all sponsored participants staying at the Hilton Hotel. |
| Participants not sponsored by the AU Commission and staying at the Hilton Nairobi are urged to communicate their flight details so that proper arrangement can be made for pick up. |
| Participants staying in hotels other than the Hilton are advised to make their own transport arrangements. |

### DSA
- Participants sponsored by the AU Commission will receive a daily subsistence allowance (DSA) as provided for by the Travel Policy of the AU Commission to cover their accommodation, meals, transport and any other necessities.
- Sponsored participants will be required to bring their boarding passes in order to collect their DSA. In addition, they will be required to sign a daily attendance sheet.

### Lunch and Coffee/Tea Breaks
Lunch and morning/evening tea/coffee will be provided on the Conference dates, 23 – 25 July 2018.

### Internet Connection
Internet will be available free of charge for all participants in the Conference room during the entire Conference.

### Currency
The Currency used in Kenya is the Kenyan Shillings. 1USD is equivalent to approximately 100 Kenyan Shillings.

### Climate
- The average temperature in Nairobi in July is very mild at 15.5 °C. Afternoons can be warm with average high temperatures reaching 21 °C. Overnight temperatures are generally quite mild with an average low of 10 °C.
- The weather in July is droughty with infrequent rain. Participants are therefore advised to prepare accordingly.

### Health
- Yellow fever: Vaccination against yellow fever is required for all travellers. Participants are required to carry their International Certificate of Vaccination.
- Malaria: Present in all areas at altitudes <2,500 m (8,202 ft) including the city of Nairobi. The estimated relative risk of malaria for travellers is moderate.

### Electrical power
- In Kenya, the power sockets are of type G. The standard voltage is 240 V and the standard frequency is 50 Hz. You will find below pictures of the applied power sockets and corresponding plugs.
<table>
<thead>
<tr>
<th>Contact Persons</th>
<th>Mrs Marie Josiane Ngah <a href="mailto:NdjieM@africa-union.org">NdjieM@africa-union.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mr. El-anzize Ali Boana Hidi <a href="mailto:HidiA@africa-union.org">HidiA@africa-union.org</a></td>
</tr>
</tbody>
</table>