

Guidance for attendees – Kenya Electronic Travel Authorisation (eTA)

- 1) Visit the official Kenya Electronic Travel Authorisation (eTA) website:
<https://www.etakenya.go.ke/en>
- 2) Click 'Apply Now' and under 'Start your trip to Kenya' choose the option that best reflects your situation.
- 3) Select 'Individual application' or 'Group application' (note: to apply as a group all individuals must share the same country of residence)
- 4) Follow the instructions in the application portal, proceeding through Passport, Photo and Contact Information.
- 5) Trip Information:
 - Reason for Travel: select the option 'Conference / Meetings / Seminars / Training' and then fill in information related to your flights and accommodation bookings.
- 6) Required documents (see screenshot below):
 - There are four documents you will need to upload. For the first two, upload a copy of your 1) accommodation booking and 2) flight booking
 - For the last two options, upload the same copy of your invitation letter or conference email confirmation twice (under 'Identify Document' you will be able to re-upload the same document as for 'Invitation Letter', note that you must upload the invitation twice in order to proceed.)
- 7) Proceed through the final stages to confirm your booking and receive your eTA Reference No.
- 8) Visit the conference website: <https://www.iea-events.org/9th-global-conference>
 - Login to your personal '[Attendee Space](#)'
 - Update your eTA Reference No. under the accreditation
(Optional) eTA Application Number