

# **IEA 9th Annual Global Conference on Energy Efficiency 21-22 May 2024**

## **Logistical Note**

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International  
Energy Agency

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## 9th Annual Global Conference on Energy Efficiency

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## Introduction

This document outlines practical information and organisational aspects of the 9th Annual Global Conference on Energy Efficiency and other related special events. For further assistance, Delegations may email [energy.efficiency@iea.org](mailto:energy.efficiency@iea.org)

Revisions to this note will be issued in the run-up to the meeting and the latest version can be found on the IEA events site: [9th Annual Global Conference on Energy Efficiency \(iea-events.org\)](https://www.iea.org/events/9th-annual-global-conference-on-energy-efficiency)

## 1. Overview of the event

The Conference will be hosted by **Kenyan Minister of Energy & Petroleum, Mr Davis Chirchir** and **IEA Executive Director, Dr Fatih Birol**. This year's in-person event will be held in Nairobi and will take place on **21 and 22 May 2024** at the **Safari Park Hotel, Nairobi**.

Further information on the 9th Global Conference is available on the [event page](#). Further logistical information, including room booking, travel and visa requirements, can be accessed once registered on the event platform.

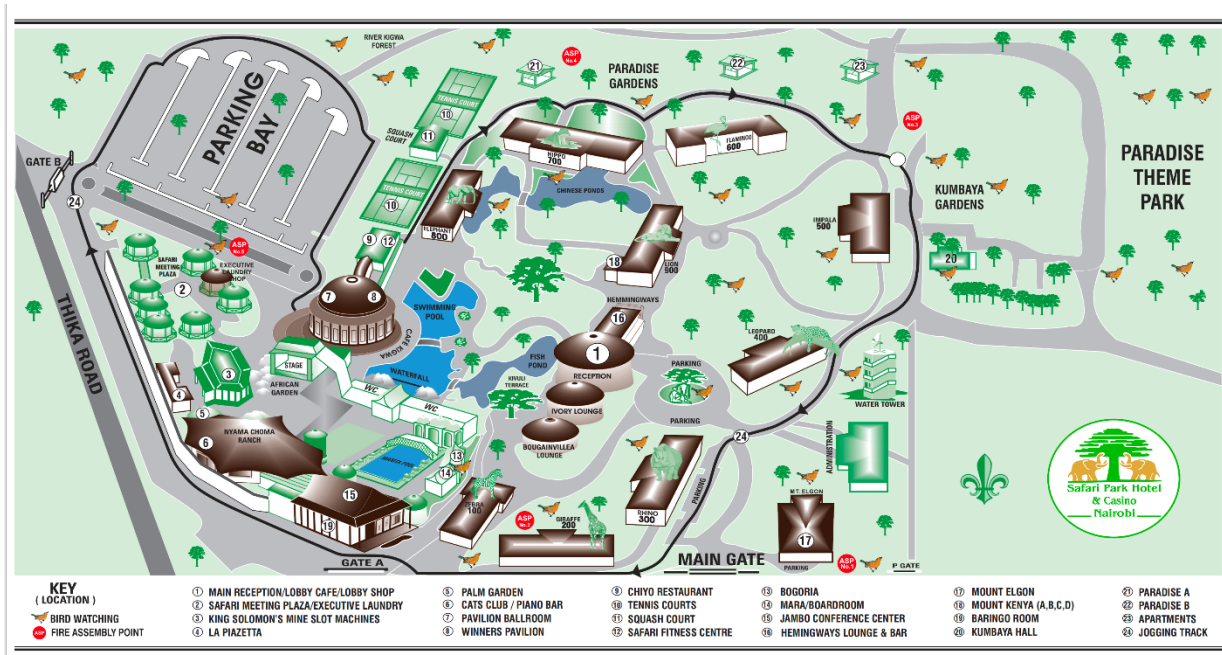
### 9<sup>th</sup> Global Conference: Agenda Overview

Date	Description
Monday 20 May	<b>Arrival</b> <ul style="list-style-type: none"><li>20<sup>th</sup> Energy Management Awards, organised by Kenya Association of Manufacturers (KAM)</li></ul>
Tuesday 21 May	<b>Opening Conference Day</b> <ul style="list-style-type: none"><li>Welcome remarks and opening plenary</li><li>High-level panel discussions</li><li>Gala dinner</li></ul>
Wednesday 22 May	<b>Ministerial Day</b> <ul style="list-style-type: none"><li>Closed-door Ministerial discussion</li><li>CEO roundtable</li><li>Special events</li></ul>

## 2. Venue

The conference will be held at the [Safari Park Hotel](#), a 5-star hotel in Nairobi, Kenya.

**Safari Park Hotel** (off the Thika Super Highway)  
Kasarani, Off Thika Road,  
Nairobi, Kenya



## 3. Access to Safari Park Hotel

Access to the Conference is by invitation only. Security measures will include metal detectors. Please allow sufficient time for this process, as there are likely to be queues at peak times.

## Badges

Everyone entering the Venue will require a badge, which should be worn throughout the entire Conference with the lanyard provided. Please ensure that all delegates participating in the conference are registered via [Private registration \(iea-events.org\)](https://private.registration.iea-events.org) as soon as possible. **Only one badge per person will be printed, and this needs to be kept for the duration of the Conference.**

## 4. Travelling to Nairobi, Kenya

### Travel

There is one international airport in Nairobi: [Jomo Kenyatta International Airport](#).

### Visas

Before leaving their home country, participants should complete all formalities regarding entry and transit visas, which they may require for the journey to Kenya. eTA applications for Kenya should be submitted at least 3 days prior to travel to ensure adequate time for authorisation. Travellers can submit their applications up to 3 months prior to travel. It is mandatory to use the Government's official website to submit your application. Applications submitted via third-party websites will be automatically denied. For children under the age of 18, the legal guardian, parent or accompanying adult is responsible for filling out the application.

The IEA can deliver a personalised letter of invitation if needed (at [energy.efficiency@iea.org](mailto:energy.efficiency@iea.org)).

Passport holders from the following EAC countries are **exempted** from applying to an eTA: **Burundi, Democratic Republic of Congo, Rwanda, South Sudan, Tanzania, and Uganda.**

### How to Apply

All visitors including infants and children who intend to travel to the Republic of Kenya must have an approved Electronic Travel Authorisation (eTA) before the start of their journey.

### Persons who are exempt from obtaining the Electronic Travel Authorisation (eTA)

1. Holders of valid Kenya Passports or one-way Emergency Certificate issued by Kenya Missions abroad.
2. Holders of Kenya Permanent Residence, valid Work Permits and Passes.
3. Holders of valid United Nations Conventional Travel Document issued by the Government of Kenya.
4. Members of the Diplomatic Missions and International Organizations Accredited to Kenya.
5. Citizens of the East African Partner States; These countries include Burundi, Democratic Republic of Congo, Rwanda, South Sudan, Tanzania and Uganda. (Exempted for Six (6) months)

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6. All passengers in transit through Kenya arriving and leaving by the same aircraft or transferring to another aircraft and who do not leave the precincts of Airports in Kenya.

**IMPORTANT: Please have the following documents ready before starting your application.**

### **For all travellers**

- Valid passport for at least six (6) months after your planned date of arrival into Kenya, with at least one blank page
- Selfie or passport-type photo
- Contact information, email address and phone number
- Details of your arrival and departure itinerary
- Accommodation booking confirmation(s)
- Credit card, debit card or other means of payment
- Based on your country of residence and citizenship, the following may also be required:
- Financial assets / bank letter(s)

### **Based on your purpose of visit, the following may also be required:**

- Letter and/or appointment letter from the referring doctor/hospital
- Conference invitation/participation letter
- Employment contract
- Supporting documents for resettlement
- Vaccination(s) or test results certificates

### **For Diplomatic travel**

- A Diplomatic, Official and Service passport
- An official letter from the Country of Origin/Organisation/ Foreign Affairs.

Processing time is **three (3) working days**, but in some cases, it may take longer.

To apply for an **e-Visa** follow the link below to create an account:

<https://www.etakenya.go.ke/en>

For more information, visit:

Website: <https://www.etakenya.go.ke/en>

Telephone: +254 202 222 022

Email: [support@etakenya.go.ke](mailto:support@etakenya.go.ke)

## Vaccination

Be prepared to **show proof of a yellow fever immunization card** before boarding any aircraft into Kenya. Yellow fever is a viral disease caused by the yellow fever virus, which is transmitted to humans primarily through the bite of infected mosquitoes, particularly the *Aedes aegypti* species. The virus belongs to the Flaviviridae family and is prevalent in certain tropical and subtropical areas of Africa. Symptoms of yellow fever can range from mild to severe and may include fever, headache, muscle pain, nausea, and fatigue. Travellers to regions where yellow fever is endemic are often recommended to get vaccinated. Additionally, efforts to control mosquito populations and reduce exposure to mosquito bites are crucial in preventing the spread of the disease. Ensure that you receive the yellow fever vaccine **at least 10 days before your departure**.

## Accommodation

*Participants are **responsible for making their own accommodation arrangements**.*

**OECD/IEA will not assume responsibility for the following expenses incurred by nominees/participants/speakers during their attendance at the Conference:**

- a) Expenses related to accidental or travel insurance, medical bills, and hospitalisation fees
- b) Compensation in the event of death, disability, or illness
- c) Loss or damage to personal property
- d) Purchase of personal belongings and compensation for damage caused to them by climatic or other conditions;
- e) Travel and any other costs incurred by dependents who might accompany the nominees/participants/speakers;
- f) Incidental costs incurred in the home country in connection with travel abroad, such as costs of passport and inoculations;
- g) Compensation for salaries and any related allowances or social benefits during the period of the event and associated travel times;
- h) Other unforeseen expenditures.

## 9th Annual Global Conference on Energy Efficiency

The IEA has negotiated rates for rooms with the **Safari Park Hotel**. To take advantage of these rates and stay on the conference site, you will need to log in to the room booking page by following this [link](#) and using the following login details.

**Username:** IEA9TH

**Password:** conference

### Recommended accommodation close to Safari Park Hotel

HOTELS IN WESTLANDS	OECD rate (Breakfast included)	Other information
<b>Ibis Styles Nairobi Westlands</b> Rhapta road, Westlands  <b>Tel:</b> +254 742 984 714 <b>Email:</b> <a href="mailto:hb065-re@accor.com">hb065-re@accor.com</a> <b>Cc:</b> <a href="mailto:kelvin.Kinoti@accor.com">kelvin.Kinoti@accor.com</a> <b>Website:</b> <a href="http://www.ibbisstylenairobi.com">www.ibbisstylenairobi.com</a>	Standard room: € 100	<b>Booking code:</b> ACCOMODATION - IEA 24 <b>Reservations:</b> +254 722 358 954
<b>Jacaranda Hotel</b> Woodvale Close, Westlands  <b>Tel:</b> +254 713 735 936 <b>Email:</b> <a href="mailto:albert.wachira@jacarandahotels.com">albert.wachira@jacarandahotels.com</a> <b>Website :</b> <a href="http://www.prideinn.co.ke">www.prideinn.co.ke</a>	Standard room: € 130	<b>Booking code:</b> International Energy Agency (IEA)  <b>Reservations:</b> +254 799 343 242
<b>PrideInn Hotels Resort &amp; Camps</b> Lantana Road, Westlands  <b>Tel :</b> +254 709 716 000 <b>Email:</b> <a href="mailto:edmond.otieno@prideinnparadise.com">edmond.otieno@prideinnparadise.com</a> <b>Website :</b> <a href="http://www.prideinn.co.ke">www.prideinn.co.ke</a>	Standard room: € 110	<b>Booking link:</b> <a href="#">Click here</a>  <b>Reservations:</b> +254 709 532 000



HOTELS NEAR SAFARI PARK HOTEL (THIKA ROAD)	OECD rates (Breakfast included)	Other information
<b>La Mada Hotel (4*)</b> Pipeline estate road  <b>Tel:</b> +254 789 994 026 <b>Email:</b> <a href="mailto:Gmlamada@madahotels.com">Gmlamada@madahotels.com</a>	Standard room: € 110	<b>Booking code:</b> Energy  <b>Reservations:</b> +254 722 202564
<b>Luke Hotel(3*)</b> <b>Garden Estate Road, off Thika Road</b>  <b>Email:</b> <a href="mailto:andymillehmakumbi@yahoo.com">andymillehmakumbi@yahoo.com</a>	Standard room € 60	<b>Booking code:</b> Energy  <b>Reservations:</b> +254 717 960 375

## 5. Security Measures

Access to meeting rooms will be restricted to those in possession of the necessary badges. No security officers will be allowed in the VIP room or meeting rooms.

## 6. Catering

A welcome coffee break will be made available at the Jambo Foyer. A buffet lunch for all participants will be provided on both days at the Nyama Choma Ranch. In addition, there will be a Gala Dinner on the evening of **Tuesday 21 May 2024**, at the **Paradise Gardens** in Safari Park Hotel.

## Dietary requirements

If you have not already done so, please send any dietary requirements for your Minister or Head of Delegation to [energy.efficiency@iea.org](mailto:energy.efficiency@iea.org) by **14th May 2024**. Please note that the IEA is not responsible for any food allergy-related incidents, and it is the participant's responsibility to inform the IEA of any health issues.

## 7. VIP Lounge

There will be a VIP lounge at the Lioness room above the Jambo Conference Room. This room will be open to Ministers and Heads of Delegation, Speakers, and CEOs who, due to space restrictions, can only be accompanied by their plus one.

A limited number of meeting rooms will be available for 30-minute bilateral meetings during the Conference. Meeting room reservation will be available in due course.

## 8. Special Events and Documentation

Agendas and speakers lists are available on the event page: [9th Annual Global Conference on Energy Efficiency \(iea-events.org\)](https://www.iea-events.org/9th-annual-global-conference-on-energy-efficiency)

Agendas for special events can be found by clicking on the event within the online agenda and downloading a PDF.

Please note that for environmental reasons, paper copies will not be made available.

## 9. Amenities

### Accessibility

Please note that the Venue is fully wheelchair accessible. For further information on accessibility, please write to [energy.efficiency@iea.org](mailto:energy.efficiency@iea.org).

### Cloakrooms

There are cloakrooms to the left and the right of the Jambo Conference Room.

The Mamta Poolside also has a set of cloakrooms accessible to all conference participants.

The Bougainville room has a set of cloakrooms inside, with an option to use the ones available at the Hotel's Main Reception.

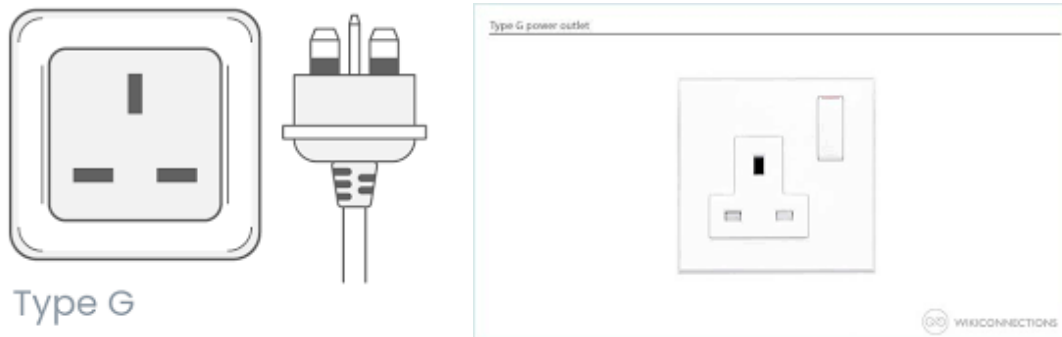
The Ivory room cloakrooms are available at the Hotel's Main Reception.

## Internet Wi-Fi Access

Safari Park Hotel provides Wi-Fi access services to the Internet. This service is free of charge. The WIFI access password will be provided closer to the date and will also be displayed in the meeting rooms.

## Key Electrical Outlet and Plug Types

In Kenya, the associated plug type is G, which has three rectangular pins in a triangular pattern. Kenya operates on a 240V supply voltage and 50Hz.



## Communications Equipment, Mobile Phone Networks, Internet

Kenya boasts multiple mobile phone providers, including Safaricom, Airtel, and Telkom, making SIM cards readily accessible upon providing identification (ID/Passport) for registration. Nairobi enjoys extensive 4G coverage, ensuring reliable connectivity. The conference venue, Safari Park Hotel, along with various shopping malls and restaurants, offers accessible and complimentary Wi-Fi services.

M-pesa, derived from "M" for mobile and "pesa" in Kiswahili for money, facilitates mobile transactions such as depositing, withdrawing, transferring money, and making payments for goods and services. Users can register for M-pesa at any Safaricom or Airtel Shop (located in malls), presenting their ID/Passport. This convenient service incurs a small fee for transactions like sending and withdrawing money. M-pesa proves versatile, allowing users to pay for services ranging from taxis and supermarket purchases to restaurant meals and mobile credit top-ups.

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## **Global Conference Help Desk**

Staff will be available to answer your queries at the IEA Registration Desk and the Hotel's Guest Relations Desk.

## **Currencies**

Kenya uses the Kenyan Shilling (KES) as its official currency. In Nairobi and major towns, ATMs are easily accessible, and credit cards are widely accepted. Safari Park Hotel is conveniently located near Thika Road Mall (TRM) and Garden City Mall, both housing numerous ATMs, banks, shops, and forex bureaus. The Central Bank of Kenya provides daily indicative foreign exchange rates for public reference. For additional details, please visit <https://www.centralbank.go.ke/rates/forex-exchange-rates/>

## **Tourism/Sightseeing**

Kenya is celebrated as a premier tourist destination with stunning wildlife and picturesque landscapes. For a comprehensive guide to Kenya's top attractions, please visit the official tourism website [here](#).