



7th Ordinary Session of the Administrative Council

Grand Regency Hotel, Nairobi, Kenya,
22-24 June 2006

10 May 2006

GENERAL INFORMATION FOR PARTICIPANTS

1. Venue of the Meeting

Grand Regency Hotel
P .O. Box 57549 00200
Nairobi, Kenya

Tel: +254 20 211199/220386/228820

Fax: +254 20 217120/247547

E-mail: reservations@grandregency.co.ke

2. Registration

All participants should complete the attached registration form and return it to ATU:

African Telecommunications Union (ATU)

P.O. Box 35282 Nairobi 00200 – Kenya

Tel: +254 20 216678

Fax: +254 20 219445

E-mail: sg@atu-uat.org

Website: <http://www.atu-uat.org>

Contact person

Mr. Kwami Mensah (k.mensah@atu-uat.org) for meeting related information

Mr. Simon Simbi (s.simbi@atu-uat.org) for registration and reservation

3. Participation

The meeting is open to Members of the Administrative Council. Other ATU members could attend as observers

4. Working Hours

The provisional daily hours of work will be from 0900hrs to 1800hrs. Lunch break will be from 1300hrs to 1430hrs and Coffee breaks at 1030hrs and 1630hrs.

5. Working Languages

English and French shall be the working languages. The working documents and simultaneous interpretation will be available in the two languages.

6. Finance

All delegates and observers are expected to finance their attendance of the meeting.

7. Accommodation/Hotels

Attached herewith is the list of recommended hotels in town, with special rates for this meeting.

8. Flights - Arrival and Departure Arrangements

- ◆ Upon receipt of registration form, transport will be arranged to meet the participants at the Nairobi Airport and transfer them to their respective hotels. Please note that transport will only be available to the recommended hotels. Participants are urged to book or reconfirm return flights well in advance of departure. A travel agent will be available to provide assistance on site.

9. Visas and entry formalities

- ◆ Participants should be in possession of valid passports and entry Visas into Kenya. Visas may be obtained from any diplomatic mission or consular representative of the Government of Kenya abroad.
- ◆ Participants travelling from countries where there are no diplomatic missions or consular representatives of the Government of Kenya are requested to communicate by email or fax to the Secretariat, details of their names, and dates of birth, nationality and passport at least a week before departure, to enable the arrangement for the issuance of entry Visas on their arrival at the Airport in Nairobi. Visa fees are charged at between US\$ 0 to US\$ 50 depending on the nationality and type of passport.
- ◆ For entry into Kenya, inoculation against yellow fever is required on arrival. It is advisable for all participants to have valid vaccination certificates.

10. Foreign Exchange

- ◆ There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring with them to Kenya. The commercial banks in the city centre, forex bureaux and hotels provide foreign exchange facilities. We inform the delegates that African Currencies including the CFA are not accepted by Hotels, Forex bureaux & at the Airport.
- ◆ Rates of exchange fluctuate and are as follows as at 10 May 2006:

	Kenyan Shilling (KSHS)
1 United States Dollar =	71.00
1 Pound Sterling =	131.85
1 Euro =	90.18
- ◆ Major international credit cards, dollars and travellers cheques are accepted in major hotels for settlement of bills.

11. Climate

The climate pleasant and favourable with plenty of sunshine all year round. Rainfall is sometimes heavy around April to May while areas are cloudier though without much rain around July/August. The average temperature is about 20 degrees Celsius during the day and about 11 degrees Celsius at night.

12. Local Time

3 hours ahead of GMT.

13. Electricity

Electricity power supply is 220/240 volts, 50Hz AC.

14. Tourist sites

Kenya is well known for its rich cultural diversity and tourist sites. Travel agents will be available at the venue to arrange private visits and safaris.

HOTELS LIST / LISTE DES HOTELS

NOM DES HOTELS	CONTACTS	TARIFS EN US\$	REMARKS
Grand Regency Hotel	P.O. Box 57549 00200 Nairobi, Kenya Tel.: 254 (20) 211199, 220386, 228820 Fax: 254 (20) 217120, 247547 Email: reservations@grandregency.co.ke	Simple US\$ 126 Double US\$ 159	FIVE STARS
Nairobi Safari Club	P.O. Box 43564, 00100 Nairobi, Kenya Tel.: 254 (20) 251333 Fax: 254 (20) 215137/ 224625 Email: reservations@nairobi-safari-club.com	Simple US\$ 110 Double US\$ 120	FIVE STARS
Hilton Nairobi	P.O. Box 30624 Nairobi, Kenya Tel.: 254 (20) 250000 Fax: 254 (20) 250099/226477 Email: reservations.nairobi@hilton.com	Simple US\$ 112 Double US\$ 137	FIVE STARS
The Norfolk Hotel	P.O. Box 40064 Nairobi, Kenya Tel.: 254 (20) 250900 Fax: 254 (20) 250200 Email: norfolkreservation@lonrhohotels.co.ke	Simple US\$ 265 Double US\$ 305	FIVE STARS
Comfort Hotel	P.O. Box 30425 Nairobi, Kenya Tel.: 254 (20) 317606/7/8/9 Fax: 254 (20) 317610 Email: comfort@kenyaweb.com	Simple US\$ 30 Double US\$ 40	BUDGET HOTEL
The Six Eighty Hotel	P.O. BOX 43436 Nairobi, Kenya Tel: 254 (20) 315680 Fax: 254 (20) 343875 Email: info@680-hotel.co.ke	Simple US\$ 50 Double US\$ 73	THREE STARS