BUILDING FINANCIAL CAPABILITY
New Tools and Evidence on Program Results

A Dissemination Conference for the Africa and MENA regions of the Russia/World Bank/OECD Financial Literacy and Education Trust Fund

30-31 January 2013
Crowne Plaza Hotel, Nairobi, Kenya

INFORMATION NOTE

Venue

The conference will be held at the Crowne Plaza Hotel
Address: Kenya Road, Upperhill, Nairobi, Kenya
Tel: +254 20 274 6000

Registration

Please note that participation in the conference is strictly by invitation only.

Please note that there is no conference fee, but all participants are responsible for their own travel-related expenses.

Documents and website

Please go to this website for all documentation relating to the Conference.
**Meals and Social Events**

Please indicate any special dietary requirements on the registration form.

**Lunch**
Lunch for all participants will be offered during the 2-day conference.

**Evening**
There will be a dinner hosted by the Kenyan Financial Regulators on 30 January.

**Dress Code**
Dress code during the conference will be business-casual (ties are optional).

**Spouses/partners**
There is no programme arranged for participants’ spouses.

**Accommodation**
Accommodation shall be reserved and paid for directly by the invitees.

**Crowne Plaza Hotel**

Description: Conference venue  
Room rates: USD 220 (single occupancy)  
Cancellation policy: Reservations that are cancelled or reduced in length of stay or numbers are subject to cancellation charges and no show fees as follows:

- For accommodation cancelled or reduced in number between 14 and 35 days from noon on the date of accommodation – 15% of the rate applicable  
- For accommodation cancelled or reduced in number between 14 and 2 days from noon on the date of accommodation – 50% of the rate applicable  
- For accommodation cancelled or reduced in number within 48 hours from noon on the date of accommodation or in case of no-show – 100% of the rate applicable

All booking must be made by 15th January 2013. Booking made after this date will be subject to availability.

How to book: please visit the following link  
Hotel website: www.cpnairobi.com

**Alternative options:**

**Hill Park Hotel**

Distance from the conference venue: 1.1 km  
Address: Lower Hill Road, Nairobi, Kenya  
Tel: +254 20 272 4312  
Hotel Website: http://www.hillparkhotel.com/
Fairview Hotel

Distance from the conference venue: 1.6 km
Address: Bishop Road, Nairobi, Kenya
Tel: +254 20 2711321
Hotel Website: http://www.fairviewkenya.com/

Sarova Panafric Hotel

Distance from the conference venue: 2.2 km
Address: Kenyatta Avenue, Nairobi, Kenya
Tel: +254 20 2767000
Hotel Website: http://www.sarovahotels.com/panafic/

Passports and visas

A visa is required prior to entry into Kenya. Although bona fide visitors to Kenya are eligible to purchase a visa on arrival, it is advisable to obtain the visa from the Kenyan Embassy/High Commission in your country prior to departure to avoid complications. Please allow two weeks for visa processing when applying for visas from Kenyan Embassies and consulates abroad.

Only US dollar, Euro or UK pound sterling cash are accepted when purchasing a visa on arrival in the country. The visa costs are as follows:

- Single Journey Visa (SJV)- $50.
- Multiple Journey Visa (MJV)-$100.
- Transit Visa (TV)-$20.
- Referral Visa-$20

Visas can be applied for online at the following address:
http://cibtvisas.co.uk/kenya-visa.php?login=WORL0223

The conference organisers cannot assist in procuring passports and visas. All delegates will be personally responsible for ensuring that they are in possession of the correct documentation prior to their departure.

The organisers do not accept responsibility for any consequences whatsoever from a delegate failing to ensure that he or she has complied with the necessary health, passport and visa requirements.

Registered participants who require an official invitation letter for visa purposes should contact Ms. Daisy Onguti: donguti@rba.go.ke
In Nairobi, and other large Kenyan towns, taxis are widely available, and convenient. Taxis are often parked in the street around hotels and tourist areas. Hotels and restaurants can order taxis if necessary.

Nairobi Taxis are usually marked with a yellow line along each side.

Taxis are not metered and a price should be agreed with the driver before departure. Ask for local advice or at your hotel for correct rates.

Crowne Plaza Hotel provides airport transfers for a nominal charge of US $30.00 per person, one way.

For further logistical information or enquiries about the conference, please contact:

- Ms. Jennah Huxley, OECD, email: jennah.huxley@oecd.org
- Ms. Chiara Monticone, OECD, email: Chiara.monticone@oecd.org
PRACTICAL INFORMATION

GENERAL INFORMATION

Capital: Nairobi
Time: GMT +3
Population: Approximately 40 million
Area: 582,000 sq km
Language: Swahili and English
Local Currency: Kenyan Shilling

NAIROBI

Nairobi has the rare boast of owing its existence to a railway line. The city was conceived at the turn of the century when the railway line from Mombasa to Lake Victoria reached a swampy stretch of land known to the Maasai as Nairobi or “a place of cool waters”. Here, a scruffy shanty town rose up and today, a century later, Nairobi is the largest city between Cairo and Johannesburg, with an average population of 3 million.

In Kenya, restaurants provide a wide variety of dishes ranging from European to Oriental and African. Nairobi has some excellent restaurants, which meet Western standards in all areas. Most also serve vegetarian meals, but often the Indian restaurants offer the most choice in vegetarian food. Nairobi's nightlife is also extremely vibrant. For the safety and comfort of your group you may ask the hotel to organize a security escort to enable your group to enjoy the nightlife of Nairobi.

CLIMATE

Kenya's climate varies across the country, from the tropical humidity of the coast, the dry heat of the savannah or semi-arid areas and the cool air of the highlands. Temperatures in these areas are fairly constant year round with an average of 27°C (80°F) at the coast, 21°C to 27°C (70°F to 80°F) in the hinterland, while in Nairobi and the highlands over 5,000 ft, the daytime temperatures normally range between 19°C and 24°C (66°F to 75°F).

Most parts of the country experience two rainy seasons: the ‘long rains’ falling over a ten week period between April and June, and the ‘short rains’ over a five week period between November and December. The rain tends to fall mainly at night and is usually a short and heavy tropical downpour.

Average Monthly Temperatures

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TIME ZONE

Kenya is GMT + 3 throughout the year. Kenya maintains an almost constant 12 hours of daylight, sunrise and sunset being at around 6.30 am and 6.45 pm respectively, varying by only a half hour during the year.

OPENING HOURS

Businesses open at 8.00am up to 5pm on weekdays
CURRENCY

The local currency in Kenya is the Kenya Shilling. The ATM network in Kenya is extensive covering every major town in the country. You thus can use internationally recognized debit cards to withdraw money in local currency. The ATMs have almost replaced Traveller’s Cheques which have been until recently the most convenient means of payment. American Express, Visa, Master Card, JCB, Euro Card, Diners are among the major credit cards widely accepted in East Africa. However you should confirm with your tour operator whether the facilities you are booked in accept credit cards. US Dollars and UK Pounds are widely accepted along with other major international currencies. There are licensed "Forex Bureaus" in all major towns providing a generally better rate than banks.

TAX

Value added tax (VAT) of 16% is charged on most items.

ELECTRICAL SUPPLY

Voltage: Voltage in Kenya is 220-240 Volts. The plugs are the same square 3-pin plugs as those used in the United Kingdom. You are advised to check your appliance before travelling to see whether you need a plug adaptor or a voltage transformer. Multi-voltage appliances (laptops, etc.) require a plug adapter. 110-120V appliances require a plug adapter + step-down transformer.

TIPPING

Although service is included in the bill, a 5% to 10% tip will be appreciated.

WATER

It is not advisable to drink the tap water. Bottled water is readily available for purchase in the majority of hotels and at roadside and garage cafes. On a drive-through safari, a constant supply of bottled mineral water is kept in the vehicle cooler box for guest consumption.

CUSTOMS

Duty-Free Imports

The following limits apply for alcohol and tobaccos if you want to avoid paying duties: one carton of 200 cigarettes or 50 cigars or 225 grams of tobacco; and one bottle of liquor or wine. At Customs you may be asked if you’re bringing any photo cameras or camcorders etc. with you. Unless you are a professional carrying lots of equipment, you should not have to pay any duties, but some officials may make notes in your passport to check that you also take your equipment with you when leaving Kenya.

Wildlife Products

Note that the regulations for taking wildlife products out of the country are strict. It is forbidden to export any product made from rhino, sea turtle or elephant. Taking ostrich eggs out of Kenya is only allowed if you can prove that they come from a certified farm.
CULTURE

Welcoming People: Kenyans are very warm and welcoming even to strangers. Swahili, the national language of Kenya does not have the word for “Stranger”. Everyone coming to our borders is a “Mgeni” meaning “Visitor”.

Traditional terms of address: For addressing a man, whether you know him or not, the accepted form of polite address is “Bwana”, which is a cross between “mister” and “sir”. For anybody clearly over 40 years old, the term “mzee” (“old man”) is considered a polite form of address, expressing respect for the person and his wisdom and experience. For women the word “mama” (mother) carries the same connotation, but is used for women of all ages.

Manners and visitors: Kenyans lay great emphasis on the need for respect and good manners. Upon meeting it is customary to shake hands and to enquire for several minutes after the health of the person whom you are meeting and the welfare of their immediate family. It is considered gravely insulting to shout at anybody, even with words of praise. Losing one’s temper, going red in the face, swearing or using demeaning language will be viewed by a Kenyan as a demonstration of poor upbringing and extreme weakness of character; and will be treated with polite embarrassment and disdain.

Photography: It is considered courteous to ask people whether you may take their picture before doing so, particularly in the more far-flung rural areas where superstition may still suggest that the camera is a stealer of souls. Payment for the photograph is often expected.

Shaking hands: Kenyans shake hands all the time and at every occasion; indeed it would be considered very impolite not to shake hands on meeting someone, regardless of whether you met the person earlier or have never met them before in your life. Sometimes both hands are used; sometimes a special handshake (involving clasped thumbs) is used.

Gestures and body language: Pointing with your finger is considered very rude, as is summoning with a crooked finger or beckoning with the palm up (beckon with the palm down).

Dress codes: In cities and towns, western business conventions prevail, and tailored suits, shirts and ties or smart casual wear for men is the norm. Female office workers and businesswomen normally wear smart suits (skirts or trousers), dresses and jackets or elegant separates, and heels. Increasingly, however, corporations encourage the wearing of jeans and chic casual wear on Fridays. At the coast and in areas where Muslim culture prevails, women are often veiled (the black cover-all is known as a “bui bui”, which means “spider”).

Smoking: Smoking is not permitted in public places, and violations are punishable by heavy fines or prison sentences.

SECURITY

Like all major cities in the world, Nairobi is not free of crime. Visitors are advised to exercise caution and ensure that all valuables including tickets, passports and documents, are kept in a safe place at all times. Most hotels and lodges will have safe deposits in the rooms or at the reception. For personal safety, avoid walking in lonely areas.
IMMUNIZATION

There are no compulsory vaccinations required for entry to Kenya unless you are arriving from an area infected with Yellow Fever, in which case a Certificate of Inoculation against Yellow Fever is required from travellers older than one year.

Malaria: Malaria does occur in Kenya and it is essential that guests consult their doctor prior to travel and it is always a good idea to carry insect repellent at all times.

MEDICAL ASSISTANCE

Kenya has got one of the best hospital facilities in the continent with an efficient Flying doctors service in the event of an emergency. Private hospitals such as the Nairobi Hospital, Aga Khan and Karen Hospital, etc have ultra modern medical equipments and acclaimed practitioners. It is suggested that you take out personal medical insurance for the duration of your trip.

INDEMNITY

While every care is being taken in all arrangements, please note that the organizers will not be liable for any accident, loss or damage during the congress period. Delegates must make their own personal insurance arrangements.