DELEGATE INFORMATION & OPERATIONS HANDBOOK

Accumen Conference 2027 - Attendee Logistics Guide

Learn. Connect. Collaborate.

Where ideas meet opportunity and collaboration drives progress.

Conference	Accumen Conference 2027	**Edition**	Delegate Preparation Guide - **Version 1.0**
Dates	12–14 March 2027	**Venue**	Kenyatta International Convention Centre (KICC), Nairobi, Kenya
Organiser	**EventAccumen**	**Delegate Support**	**desk@eventaccumen.com**

1. Welcome Message

Dear Participant,

On behalf of **EventAccumen**, we are pleased to welcome you to **Accumen Conference 2027**. Built around the core pillars of *Learn. Connect. Collaborate.*, this international gathering brings together professionals, leaders, researchers, and innovators to exchange practical knowledge and build enduring partnerships.

This Attendee Logistics Guide provides essential operational, travel, venue, and participation information to help you plan your journey to Nairobi smoothly. Please review all sections carefully prior to departure and note any items marked as provisional pending final confirmation from the Conference Secretariat.

2. Event Overview, Dates and Venue

Accumen Conference 2027 is a three-day international conference featuring keynote addresses, panel discussions, interactive workshops, knowledge-sharing clinics, structured networking sessions, and an innovation showcase.

Operational Item	Details & Confirmation Status
Conference Dates	12–14 March 2027 (Friday to Sunday)
Daily Operating Hours	**08:00 – 17:30 EAT (UTC+3), with evening networking on 12 March**
Primary Venue	Kenyatta International Convention Centre (KICC), Harambee Avenue, Nairobi, Kenya
Local Time Zone	East Africa Time (EAT), UTC+3 (no daylight saving adjustment).
Conference Language	English

3. Registration and Check-In Procedures

All delegates, speakers, panellists, exhibitors, and media representatives must complete advance registration and wear their official conference badge at all times inside the venue.

- **Advance Confirmation:** Ensure your registration fee (if applicable) is settled and you have received your official digital confirmation notice containing your registration reference number from **desk@eventaccumen.com**.
- **Badge Collection Hours:** **Thursday 11 March 2027, 14:00–18:00, and daily from 07:30 at the KICC Main Registration Desk.**
- **Documents Required at Check-In:** Present your registration confirmation (printed or on a mobile device) alongside a valid government-issued photo ID or passport matching your registration record.
- **Badge Policy:** Conference badges are personal and non-transferable. Lost or damaged badges must be reported immediately to the Registration Helpdesk for verification and re-issuance.

4. Venue Location and Directions

The Kenyatta International Convention Centre (KICC) is situated in Nairobi's Central Business District (CBD) along Harambee Avenue, adjacent to Parliament Road and City Hall Way.

- **Main Delegate Entrance:** **Designated KICC Gate.**
- **Security Screening:** All visitors entering the KICC precinct undergo mandatory bag scanning and walkthrough security checks at perimeter gates. Please allow an additional 15–20 minutes during peak morning arrival hours (08:00–09:00).
- **On-Site Parking:** Limited paid public parking is available. Delegates staying nearby are encouraged to use pre-arranged hotel transfers or reputable ride-hailing services.

5. Airport Arrival and Transportation Guidance

International delegates typically arrive via **Jomo Kenyatta International Airport (NBO)**, located approximately 15–18 kilometres southeast of Nairobi's Central Business District. Regional flights may also utilise Wilson Airport (WIL).

- **Transfer Duration:** Depending on traffic conditions, the journey between Jomo Kenyatta International Airport (NBO) and the KICC / Central Business District typically takes 30 to 75 minutes.
- **Airport Taxis & Ride-Hailing:** Official airport taxis operate from designated ranks outside the arrival terminals. App-based ride-hailing services (such as Uber and Bolt) also operate at NBO; confirm the vehicle registration plate and driver identity before boarding.
- **Hotel Airport Shuttles:** Many Nairobi hotels offer pre-booked airport pick-up services. Delegates are advised to confirm transfer arrangements directly with their chosen hotel prior to travel.

6. Recommended Accommodation Categories and Booking Guidance

Nairobi offers a wide range of accommodation within walking distance or a short drive of KICC (including the Central Business District, Upper Hill, Kilimani, and Westlands). The Organising Secretariat does not guarantee room availability; delegates should book directly with their preferred property early.

Category	Typical Profile & Proximity	Booking Guidance
Category A: Five-Star & Executive Hotels	Full-service international business hotels located in the CBD or Upper Hill (approx. 5–15 minutes from KICC).	Suitable for senior executives and institutional delegations; request corporate or conference rates if available via **desk@eventaccumen.com**
Category B: Four-Star Business Hotels	Modern business properties in the CBD, Upper Hill, or Kilimani with reliable Wi-Fi, airport transfers, and dining facilities.	Recommended for most international delegates; verify traffic times to KICC during morning peak hours.
Category C: Mid-Range & Serviced Apartments	Comfortable three-star hotels and self-catering serviced apartments in Kilimani, Westlands, or central Nairobi.	Practical for longer stays or group delegations; confirm 24-hour reception and security arrangements before booking.

7. International Travel and Visa Requirements

All international participants are solely responsible for verifying and fulfilling Kenya's entry, immigration, and health requirements well ahead of departure.

> **Official Immigration & Health Verification Notice**
>
> Visa and entry rules are determined exclusively by the Government of Kenya and are subject to change without notice. Do not rely on third-party travel blogs. Always consult the official Government of Kenya Electronic Travel Authorisation (eTA) portal (**www.etakenya.go.ke**) and the Directorate of Immigration Services (**immigration.go.ke**), or contact the nearest Kenyan Embassy or High Commission.

- **Passport Validity:** Ensure your passport is valid for at least six (6) months beyond your intended date of arrival in Kenya and contains at least two blank pages.
- **Electronic Travel Authorisation (eTA) / Visa:** Most foreign nationals must obtain an approved Electronic Travel Authorisation (eTA) online prior to boarding flights to Kenya, unless exempt under official Kenyan immigration regulations. Apply early via **www.etakenya.go.ke**.
- **Health & Vaccination Requirements:** Check current Kenyan Ministry of Health port health requirements prior to travel, including Yellow Fever vaccination certificate rules for travellers arriving from or transiting through countries with risk of Yellow Fever transmission.
- **Travel Insurance:** All international delegates are strongly advised to obtain comprehensive travel and medical insurance covering the full duration of their trip.

8. Visa Invitation Letter Request Process

Upon request, the Organising Secretariat can issue an official Visa Invitation / Support Letter to registered international delegates, confirmed speakers, panellists, and exhibitors to accompany their travel authorisation or visa application.

1. **Complete Registration:** Finalise your conference registration and settle any applicable registration fees.
2. **Submit Request:** Send an email to **desk@eventaccumen.com** with the subject line *Visa Invitation Letter Request — [Your Full Legal Name] — [Registration ID]* at least **4 weeks** prior to your intended travel date.
3. **Provide Required Details:** Include your full legal name (exactly as shown on your passport), nationality, passport number, passport expiry date, job title, organisation, intended travel dates, and confirmation of who is funding your travel and accommodation.
4. **Processing & Disclaimer:** Verified requests are processed within **5 working days**. Issuance of an invitation letter confirms your conference registration only and does not guarantee visa or eTA approval, nor does it imply financial sponsorship unless explicitly stated in a separate signed agreement.

9. What Participants Should Bring

- **Mandatory Identification:** Valid passport (international delegates) or national photo ID (Kenyan residents), plus your conference registration confirmation.
- **Travel & Entry Copies:** Printed and digital copies of your approved Kenya eTA / visa, return flight itinerary, hotel reservation, and travel insurance policy.
- **Devices & Power Adaptors:** Laptop, tablet, or smartphone with chargers. Kenya uses **Type G** three-pin rectangular electrical plugs (240V, 50Hz); bring an appropriate universal travel adaptor.
- **Networking Materials:** Business cards or a digital contact QR code for structured networking sessions.
- **Light Layering:** A light jacket, blazer, or shawl for air-conditioned conference halls and cooler Nairobi evenings.

10. Dress Code

The official dress code for Accumen Conference 2027 is **Business Professional or Smart Business Attire** across all plenary sessions, panels, and workshops. National or traditional formal attire is warmly welcomed, particularly during opening and evening networking events.

11. Accessibility Arrangements

Accumen Conference 2027 is committed to fostering an inclusive, accessible environment for all participants.

- **Venue Access:** KICC provides step-free access, ramps, and lift access to primary conference halls and restrooms.
- **Individual Support Requests:** Delegates requiring wheelchair access assistance, reserved front-row seating, sign language interpretation, or other reasonable accommodations should notify the Secretariat at **desk@eventaccumen.com** by **4th February 2027** so appropriate arrangements can be coordinated with the venue.

12. Meals and Dietary Requirements

- **Included Catering:** Registered delegates will receive morning and afternoon tea/coffee breaks and networking lunches on all three conference days (12–14 March 2027, subject to confirmation).
- **Dietary Preferences:** Vegetarian, vegan, halal, and gluten-free meal options will be available. Please declare any specific dietary requirements or severe food allergies during online registration or via email to **desk@eventaccumen.com** no later than **4th February 2027**.
- **Drinking Water:** Bottled or dispenser drinking water is provided in session areas; delegates are encouraged to use sealed bottled water when outside major hotels and the conference venue.

13. Safety, Security and Emergency Contacts

Nairobi is a major international business capital; as in any large city, delegates should exercise standard urban situational awareness:

- **Badge Security:** Wear your conference badge inside KICC, but remove it when walking in public streets outside the venue.
- **Transport & Valuables:** Use reputable hotel taxis or verified ride-hailing apps rather than unverified street taxis, especially after dark. Keep passports, excess cash, and valuables locked in your hotel safe.
- **On-Site Medical & Security Desk:** A dedicated first-aid station and venue security desk will operate inside KICC throughout conference hours.

Service / Emergency Line	Contact Number / Location
Kenya National Police / Emergency	999 / 112 / 911 (Toll-free nationwide emergency lines)
Conference Emergency & Security Desk	**+254700000000**
On-Site First Aid / Medical Post	**+254700000000**
Nearest Major Hospitals (Nairobi)	The Nairobi Hospital (Argwings Kodhek Rd) • Aga Khan University Hospital (3rd Parklands Ave)

14. Photography and Event Conduct Guidelines

- **Official Photography & Recording:** Official conference photographers and videographers will document sessions for archival and promotional reporting. By entering the venue, participants acknowledge that crowd and session imagery may be used by **EventAccumen**. Delegates who prefer not to be photographed closely should notify the Registration Desk upon check-in.
- **Speaker Intellectual Property:** Personal photography for non-commercial social sharing is permitted unless a speaker explicitly requests that slides or remarks remain off the record.
- **Code of Conduct:** Accumen Conference 2027 is dedicated to providing a respectful, harassment-free, and inclusive professional forum for all participants regardless of nationality, gender, ethnicity, religion, age, disability, or professional background. Disruptive or inappropriate conduct will result in badge revocation without refund.

15. Networking Guidance

To make the most of the conference's *Connect* and *Collaborate* pillars, delegates are encouraged to:

- Review the published speaker and session directory in advance to identify thematic panels and workshops aligned with your institutional goals.
- Participate actively in the morning themed breakfast tables, structured peer-matchmaking intervals, and the Day 1 Welcome Reception.
- Use the official conference networking directory or app (**https://eventaccumen.devligence.com**) to schedule brief 15-minute bilateral meetings in the designated Networking Lounge.

16. Programme Updates and Communication Channels

Because session times, room allocations, and speaker line-ups may be updated leading up to and during the event, delegates should monitor official channels:

- **Official Conference Website:** **https://eventaccumen.devligence.com**
- **Registered Delegate Bulletins:** Sent via email from **desk@eventaccumen.com**
- **On-Site Information Desk:** Located adjacent to the Main Registration Area at KICC for real-time room changes and operational assistance.

17. Frequently Asked Questions (FAQs)

Question	Guidance
Are the dates (12–14 March 2027) and KICC venue final?	Both the dates and KICC venue are currently marked as provisional pending formal confirmation by the Organising Secretariat. Registered delegates will be notified immediately upon official confirmation.
Does the conference cover flights or hotel accommodation?	No. Unless explicitly confirmed in a separate written speaker or sponsorship agreement, delegates are responsible for their own flights, accommodation, visa/eTA fees, and personal expenses.
What currency is used in Nairobi?	The local currency is the Kenyan Shilling (KES). Major international credit and debit cards (Visa, Mastercard) are widely accepted at hotels, larger restaurants, and ride-hailing apps. ATMs and licensed foreign exchange bureaus are available at JKIA Airport and in central Nairobi.
Will certificates of participation be issued?	**Digital certificates of participation will be issued via email to registered attendees who check in at the venue within 10 working days after the conference.**
Can I transfer my registration to a colleague?	**Substitution requests must be submitted in writing to the Secretariat at least 14 days prior to the event.**

18. Organising Team Contact Details

For pre-arrival logistics questions, registration verification, accessibility requests, or on-site assistance, please contact the Accumen Conference 2027 Organising Team:

Organising Entity	**EventAccumen**	**Delegate Logistics Desk**	**desk@eventaccumen.com**
Visa Support Desk	**desk@eventaccumen.com**	**Accessibility & Welfare**	**desk@eventaccumen.com**
Secretariat Telephone	**+254700000000**	**On-Site Duty Helpline**	**+254700000000**