EVENTACCUMEN

ACCUMEN CONFERENCE 2027 SECRETARIAT

Learn. Connect. Collaborate. - Where ideas meet opportunity and collaboration drives progress.

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Our Reference: **AC2027/VISA/2026/0348** **Date:** **14 March 2027**

To:
The Visa / Consular Officer
Embassy / High Commission / Consulate of the Republic of Kenya - OR - Directorate of Immigration Services, Republic of Kenya (eTA Processing)

SUBJECT: INVITATION TO ATTEND ACCUMEN CONFERENCE 2027

Dear Sir / Madam,

On behalf of **EventAccumen**, the organising secretariat for **Accumen Conference 2027**, I write to formally confirm the invitation and registration status of the participant detailed below to attend the upcoming conference in Nairobi, Kenya.

Conference Overview: Accumen Conference 2027 is an international professional gathering designed as a platform for learning, networking, knowledge exchange, professional development, and cross-sector collaboration. The conference is scheduled to take place from **12 to 14 March 2027** at the **Kenyatta International Convention Centre (KICC), Nairobi, Kenya**. The programme comprises plenary keynotes, panel discussions, interactive workshops, knowledge-sharing clinics, and an innovation showcase bringing together international practitioners, institutional leaders, policymakers, and researchers.

Participant & Travel Particulars	
Full Legal Name (as per Passport)	
Nationality	
Passport Number	
Passport Expiry Date (Optional)	
Professional Designation / Title	
Organisation / Institution	
Registration / Invitation Status	

Participant & Travel Particulars	
Intended Role at Conference	
Intended Travel Dates to Kenya	Arrival: | Departure:
Financial Responsibility for	☐ **Self-Funded / Employer-Funded:** The participant and/or their sponsoring employer (**Employer Name**) is solely responsible for all international airfare, local transportation, hotel accommodation, meals outside conference hours, travel insurance, and personal subsistence expenses. ☐ **Organiser-Sponsored (Explicitly Confirmed Only):** **Insert Official Organising Entity Name** has agreed in writing under Agreement Ref. **Insert Ref #** to cover **return economy airfare and/or accommodation at Hotel Name from 14 to 18 March 2027**; all other expenses remain the participant's responsibility.

The participant is expected to return to their country of residence upon the conclusion of their conference engagements in Nairobi.

> **Important Immigration & Sponsorship Disclaimer:** This invitation letter is issued solely to verify the named individual's registration or formal invitation to participate in Accumen Conference 2027. Issuance of this letter does not constitute a guarantee of visa or Electronic Travel Authorisation (eTA) approval, which rests exclusively with the Government of Kenya and its diplomatic or immigration authorities. Unless explicitly confirmed under the Organiser-Sponsored selection above, the conference organisers assume no financial, legal, or immigration liability for the participant during their stay in Kenya.

Should your office require verification of this letter or further details regarding the participant's registration, please contact the Conference Secretariat directly via **official@eventaccumen.com** or **+254700 000 000** quoting reference **AC2027/VISA/2026/0348.**

Yours faithfully,

John Does
Head of Secretariat
EventAccumen - Accumen Conference 2027 Secretariat

Internal Secretariat Verification Checklist (Remove Before Issuing Letter to Delegate)

Check	Verification Step	Standard Required Before Signature
☐	**Registration / Speaker Status**	Confirm delegate registration payment is cleared in full OR signed speaker/panellist/exhibitor invitation is on file.
☐	**Passport Bio-Data Match**	Verify full legal name, nationality, and passport number match the applicant's submitted passport bio-data page exactly.
☐	**Confirmed Event Dates & Venue**	Ensure provisional tags are removed once 12–14 March 2027 and KICC Nairobi are formally confirmed.
☐	**Financial Responsibility Accuracy**	Default to *Self-Funded / Employer-Funded*; select *Organiser-Sponsored* ONLY if a countersigned funding commitment exists.
☐	**Reference Log & Signatory**	Assign unique sequential reference number, log in Visa Letter Register, sign by authorised officer, and send PDF from official domain.