18th EAPF Information and Logistics Note for Delegates

1. **Theme:** *"Harnessing Artificial Intelligence and Inclusive Public Procurement for Regional Integration, Youth Empowerment and Shared Prosperity"*
2. **Dates:** 24–27 November 2026
3. **Host City:** Mombasa, Republic of Kenya
4. **Host Institution:** The National Treasury and the Public Procurement Regulatory Authority (PPRA Kenya) in collaboration with the East African Community Public Procurement Regulatory Authorities

5. Introduction & Welcome

The National Treasury and the Public Procurement Regulatory Authority (PPRA Kenya), and EAC Partner States' public procurement regulatory authorities, welcomes all delegates, speakers, and development partners to Mombasa, Kenya, for the **18th East Africa Procurement Forum (EAPF 2026)**.

This logistical note outlines practical travel, administrative, immigration, and accommodation information to ensure a seamless experience throughout the four-day forum.

6. Conference Venue & Dates

- **Venue:**
- **Location:** Shanzu Beach, Mombasa North Coast, Kenya
- **Dates:** Tuesday, 24 November to Friday, 27 November 2026
- **Working Languages:** English and French (Simultaneous interpretation will be provided across all main plenary and technical breakout sessions).

7. Immigration, Visas & Entry Formalities

- **Electronic Travel Authorisation (eTA):** Kenya operates an Electronic Travel Authorisation (eTA) system. All foreign nationals—except EAC citizens holding valid national passports—must apply for an eTA online at www.etakenya.go.ke at least 72 hours prior to departure.

- **EAC Partner State Citizens:** Citizens of EAC Partner States (Burundi, Democratic Republic of Congo, Rwanda, Somalia, South Sudan, Tanzania, and Uganda) do not pay visa fees but must travel on valid

passports or eligible national biometric travel documents.

- **Passport Validity:** Passports must be valid for at least six (6) months from the date of entry into Kenya and contain at least two blank endorsement pages.

- **Official Invitation Letter:** Official personalized invitation letters for visa/eTA and government travel clearance are available upon request.

8. Health & Vaccination Requirements

- **Yellow Fever:** A Yellow Fever vaccination certificate is mandatory for travellers arriving from or transiting through countries with risk of yellow fever transmission (as designated by the World Health Organization).
- **Malaria Precaution:** Mombasa is in a coastal tropical malaria-risk zone. Delegates are advised to take appropriate prophylactic medication and use insect repellent.
- **Ebola Protocols:** protocols issued by Ministry of Health should be followed before, during and after.
- **Chikungunya:** protocols issued by Ministry of Health should be followed before, during and after.
- **Travel Medical Insurance:** Delegates are strongly encouraged to obtain comprehensive international travel and medical insurance prior to travel. An emergency on-site medical desk and standby paramedic team will be available at the conference venue throughout the forum.

9. Airport Arrival, Protocol & Local Transportation

- **Port of Entry:** Delegates flying directly into Mombasa will arrive via **Moi International Airport (MBA)**.
- Delegates flying into **Jomo Kenyatta International Airport (NBO)** in Nairobi can connect to Mombasa via domestic regional flights (approx. 45 minutes) or via the **Madaraka Express Standard Gauge Railway (SGR)** from Nairobi Terminus to Mombasa Terminus (approx. 5 hours).
- **Airport Welcome Desk & Shuttles:** An EAPF Protocol and Welcome Desk will operate at Moi International Airport (MBA) and the Mombasa SGR Terminus from 22 to 24 November. Scheduled complimentary group shuttle buses will transfer delegates between the airport/rail terminus and designated partner hotels.
- **Local Commuting:** For delegates staying at approved partner hotels outside walking distance to venue, complimentary morning and evening shuttle transfers will run daily according to the conference timetable.

10. Accreditation, Registration & Badging

- **Pre-Registration:** All delegates must be pre-registered via the official conference portal prior to arrival.
- **On-Site Accreditation Desk:** The accreditation desk at Venue will open on **Monday, 23 November (12:00 – 19:00)** and **Tuesday, 24 November from 07:30**.
- **Conference Badges:** Badges are personalized with embedded QR access credentials. For security and protocol reasons, conference badges must be visibly worn at all times to access plenary halls, technical breakout rooms, dining pavilions, and networking functions.

11. Accommodation & Partner Hotels

Delegates are responsible for directly booking and settling their accommodation expenses. Preferential corporate and conference negotiated rates (Bed & Breakfast, inclusive of taxes) have been secured at the following designated hotels (use code **EAPF2026** when booking):

Note: Coastal hotels experience high seasonal occupancy in late November. Early booking (before 30 September 2026) is strongly advised.

12. General & Practical Information

Currency and Banking

- **Currency:** Kenya Shilling (KES). The prevailing exchange rate fluctuates around 1 USD ≈ 128–132 KES.
- **Payment Methods:** Major international credit and debit cards (Visa, MasterCard, American Express) are widely accepted across hotels, restaurants, and retail outlets.
- **Mobile Money:** Mobile money (**M-PESA**) is the standard domestic payment method across Kenya. Delegates can set up mobile money services at official telecom desks at the airport or venue using an unlocked smartphone, a local SIM card, and passport registration.

Climate and Clothing

- **Weather:** Mombasa in late November is tropical, warm, and humid, with

daily temperatures ranging between 25°C and 32°C (77°F to 90°F). There may be light showers during the week.

- **Dress Code:**
  - **Day 1 to Day 3 Sessions:** Business Formal or Smart casual
  - **Day 3 Gala Dinner:** Elegant Traditional, Regional Formal.
  - **Day 4 Excursion:**Casual with comfortable walking shoes, sunglasses, and a sunhat.

Electricity & Connectivity

- **Electrical Supply:** 240 Volts, 50 Hz.
- **Plug Sockets:** British Standard 3-pin rectangular plugs (Type G). Delegates are advised to carry universal travel adapters.
- **Internet:** Dedicated high-speed symmetrical Wi-Fi will be provided across all conference halls, exhibition areas, and official meeting rooms. Local SIM cards (Safaricom, Airtel) can be acquired at Moi International Airport upon presentation of a valid passport.

Security & Emergency Contacts

Mombasa is a major regional tourism and maritime logistics hub. Standard travel precautions should be observed:

- Store valuables, emergency documents, and spare travel funds in hotel room safes.
- Exercise standard situational awareness.
- **Emergency Numbers (Kenya):**
  - **Police & Flying Squad Emergency:** 999 / 112 / 911
  - **Mombasa County Disaster Desk:** +254 (0) 700 000 000
  - **EAPF 2026 Secretariat Operations Desk:** *[To be circulated on registration badges]*
  - **Lead Conference Liaison Email:** eapf@ppra.go.ke