

Kenya Innovation Week 2023 – Commonwealth Edition

DELEGATES INFORMATION PACK

Event in Brief

In 2023, KIW (Kenya Innovation Week) will host the Commonwealth Edition, themed “Innovating to Unlock Our Common Wealth”. This edition will focus on leveraging innovation to advance wealth creation for societal well-being. It will be held from the 27th Nov 2023 to 1st Dec 2023 at the Edge Convention Centre, Nairobi Kenya.

The forum will explore how disruptive innovations can drive socio-economic progress and transform industries.

KIW will offer a unique opportunity to share knowledge, experiences, and best practices for building innovative ecosystems that create shared value. Through panel discussions, exhibitions, keynote speeches, fireside chats, workshops, and networking events, participants will learn from one another and build connections to support their innovation journeys.

With a focus on building sustainable solutions that benefit communities, KIW plays a crucial role in positioning Kenya as a leading hub of innovation in Africa and beyond.

Kenya welcomes innovators, investors, corporations, Governments, development partners, and all who are passionate about innovation and are committed to creating commonwealth in this era of globalization.

Find out more at <https://kenyainnovationweek.com/who-we-are>.

Venue

The KIW 2023 – Commonwealth Edition will be held at the Edge Convention Centre, Nairobi.

The Edge is a World class conference and hospitality facility ideal for Exhibitions, Conventions, Meetings and Hospitality events. It borders the Nairobi National Park and the city of Nairobi.

The Edge Convention Centre is precisely located at the [College of Insurance, Red Cross Road, South C, Nairobi, Kenya](#).

Venue Website: <https://theedge.co.ke/#about-us>

How to Get There

The venue can be accessed from Mombasa Road or the Southern Bypass. The Edge Convention Centre is located about 14 Km (25 minutes) from Jomo Kenyatta International Airport.

Transport: The Organiser is not obligated to provide transport during the event. Delegates are requested to make personal arrangements to and from the event venue. Mobility options include;

- Ride-hailing apps such as Hava, Wasili, Uber and Bolt etc.
- Public transport such as Matatus, Taxi etc.

Parking: There will be free adequate parking at the venue.

Prohibited Items: All individual's bags, vehicles, parcels, clothing, and other items will be subject to screening and security checks at the event venue entrances. Any alcohol, explosives, guns, flammables, or harmful items will not be allowed.

Registration

Online registration

You can buy tickets for the event on the KIW 2023–Commonwealth Edition website through <https://kenyainnovationweek.com>.

Step 1: Fill your details on the registration form.

<https://kenyainnovationweek.com/registration>.

Step 2: Select your ticket options.

Get to choose from the 2 options of tickets available, the 1-day ticket and the 5-day ticket.

Step 3: Make payment with the preferred mode for the selected ticket(s).

Step 4: Confirmation of payment by receipt.

On-site Registration

Walk-in delegates will be required to register and purchase tickets at the registration desk during the event.

Group Registration

Group registrations are registrations for a group consisting of more than 20 delegates who need to be registered by one person. To facilitate ease of group registration, you will receive an Excel template upon request, that you would use to import the delegates details into the system.

Ticket Options

There are 2 ticket options for the KIW 2023 – Commonwealth Edition

Ticket Option	Local Delegate	International Delegate
One-day ticket Covers <ol style="list-style-type: none"> 1. Access to sessions & exhibition for one day 2. Delegate pack 3. One meal coupon 	KES 7,500	USD 50
Five-days ticket Covers <ol style="list-style-type: none"> 1. Access to sessions & exhibition for five days 2. Delegate pack on day 1 3. One meal coupon per day 	KES 30,000	USD 220

*To Note

1. One ticket is valid for one delegate only.
2. A delegate ticket does not give access to speaker or exhibitor privileges.
3. Tickets are limited and will be sold on first-come first-serve basis.

Payment Options

Payment for the event can be done through bank transfer or M-Pesa payment.

Bank transfer – VISA payment will be integrated in the online ticket purchase system. You can also make direct payment through the following bank details:

Account Name: Kenya National Innovation Agency

Name of Bank: Kenya Commercial Bank

Bank Branch: Kipande House

Account Number: 1236339398

Swift Code: KCBLKENX

Bank Code: 01

MPesa payment – MPesa payment will be integrated in the online ticket purchase system.

*Cheques and cash payments are not allowed.

Check-in

Check in will be open daily from 27th Nov 2023, 07:30 am at the registration desk. All delegates will be required to check in everyday to access the conference and exhibition.

Event Badge and Delegate Materials

Collection of delegate badges will start from 24th Nov 2023 till Sunday the 26th of Nov 2023 at the Edge Convention Centre. A badge will only be issued once, and a delegate will not be able to access the event without a badge.

All checked in delegates will receive conference materials including the KIW programme, a meal coupon, and any other material at the check-in desk. Aside from the meal coupon, all the other materials will be given once throughout the event.

Meals and Refreshments

All meals will be served on the 8th floor restaurant of the Edge Convention Centre from 12:30pm to 02:00pm. Delegates are expected to have their badges visible and submit their meal coupons to be served.

No meals will be provided beyond the indicated time.

Summits Information

The KIW 2023-CW ED is structured in the format of plenary sessions and parallel summits. All plenary sessions will take place in the main ballroom at the ground floor.

The summits will run parallel to each other in various venues within Edge Convention Centre. All summit information is available and will be updated on kenyainnovationweek.com.

Media Coverage

The Organiser will document the conference and exhibition proceedings and may use the content to communicate about the event. Documented content will be made available on the KeNIA YouTube channel, website, and social media platforms.

Social media Engagement

We would love for you to engage us on social media through the following hashtags.

#KIW2023, #KIWCommonwealthEdition

Our Twitter social tags are @KenyaInnovWeek, @KENIAupdates, @commonwealthsec, @moyasa_ke, @sdy_ke

Travel and Stay

Visa Requirements

All delegates requiring a visa to travel to Kenya are advised to engage the E-Visa application platform at <https://evisa.go.ke/> as soon as possible to ensure you receive all necessary documents for your trip beforehand.

You can check if your country is visa-exempt by visiting this link <https://evisa.go.ke/eligibility>.

Accommodations Near the Venue

You can find various affordable hotels, residences and Airbnbs in Nairobi and its environs.

Some accommodations near the venue include;

Ole Sereni Nairobi

<https://ole-sereni.com/>

20 mins from the airport by taxi using the Nairobi expressway.

10 mins drive to the venue

Rael Wambugu- Sales Manager

Contact; +254731436252

Email; r.wambugu@ole-serenihotel.com

Emara Ole-Sereni Hotel

<https://emara.ole-sereni.com/>

20 mins from the airport by taxi using the Nairobi expressway.

3-minute drive to the venue

Rael Wambugu-Sales Manager

Contact; +254731436252

Email; r.wambugu@ole-serenihotel.com

Tamarind Tree Hotel

<https://www.tamarindtree-hotels.com/>

15 minutes from the airport by car using the Nairobi expressway.

20-minute drive to the venue using the Southern Bypass.

Lena Ndubi- Sales & Marketing Manager

Contact; +254729249977

Email; lenah.ndubi@tamarind.co.ke

Panari Hotels

<https://www.panarihotels.com/hotel-nairobi/>

16 minutes from the airport by car using the Nairobi expressway.

12-minute drive to the venue.

Elizabeth Kigundu- Sales Manager

Contact; +254720657161

Email; sales2@panarihotels.com

You can find more hotel options at <https://www.booking.com/>

City Information

Kenya is an East African country famous for its wildlife safari. A visit to Nairobi is an opportunity to experience the Kenyan culture. The official languages are English and Kiswahili.

Kenya's capital, Nairobi, is where the KIW 2023-CW ED will be held. Nairobi is the principal industry centre of Kenya, with its entrepreneurial business environment and safari sites. In addition, it is an established hub for business and culture; this is evident in its parks, monuments and other attractions that speak to the city's history, tropical location, and Kenya's many cultures. Nairobi is also known for its year-long mild climate, making it an ideal spot for tourism.

You can explore more about Nairobi here <https://nairobi.go.ke/explore-nairobi/>

Places to Visit

There are several places to visit and explore within Nairobi and Magical Kenya as a whole. You can find out more at <https://magicalkenya.com/>

Nairobi National Park: <https://www.kws.go.ke/parks/nairobi-national-park>

Nairobi National Museum <https://museums.or.ke/nairobi-national-museum/>

Giraffe Centre <https://www.giraffecentre>.

Sheldrick Wildlife Trust (Elephant Orphanage):

<https://www.sheldrickwildlifetrust.org/>

The entry requirements for most parks and places include;

- A Valid Passport or Kenyan ID
- Varied entry fees in USD or KES
- Open hours between 09:00am – 5:00pm

Weather Information

Nairobi has a second rainy season, the 'short rains', for a few weeks in November and December. Live weather updates will be made available on the main event website on the travel information page.

Health

It is a requirement that you must have a valid international certificate of vaccination for Yellow Fever to enter Kenya. Malaria risk exists throughout the year in Kenya, though there is insignificant risk in Nairobi and the highlands, therefore it is advised that you take precautions while travelling out of these areas.

A delegate shall bear any medical and related costs incurred during his/her stay in Kenya. It is therefore strongly recommended that delegates arrange for their own health insurance before travelling. In case of any medical emergencies, the following facilities can be contacted:

Nairobi Hospital +254 (20) 2845000

Aga Khan Hospital +254 (20) 3662000

St. John Ambulance Service +254 (20) 2210000/2241000

Visitors entering Kenya may be required to undergo screening upon arrival at Jomo Kenyatta International Airport, Nairobi. There will be an ambulance at the meeting (venue) which is ready to attend to emergencies before specialized treatment is sought.

Emergencies Services

As part of our commitment to ensuring the safety and well-being of all attendees, we wanted to provide you with essential information regarding emergency preparedness and response procedures.

While we remain optimistic that KIW 2023–CW ED will run smoothly, it is crucial to be adequately prepared for any unforeseen emergencies that might arise. We have taken every precaution to minimize risks, but emergencies can happen unexpectedly.

Therefore, we have developed a comprehensive emergency plan that outlines the necessary steps for both event organizers and delegates in the event of an emergency.

1. Familiarize Yourself with Emergency Exits: Upon arrival at the venue, we encourage you to take a few moments to locate the nearest emergency exits. Familiarize yourself with the evacuation routes posted throughout the venue and ensure you can easily access them from your current location.

2. Emergency Contact Information: Keep the following emergency contact information handy:

- Event Security: [Security Contact Number]
- Medical Assistance: [Medical Contact Number]
- Local Emergency Services: [Local Emergency Number]

3. Stay Calm and Follow Instructions: In the event of an emergency, our trained staff will provide clear instructions. Please remain calm and follow their guidance. Your safety is our utmost priority.

4. Communication Channels: We will use various communication channels to provide updates during emergencies, including:

- Public Address System
- Event App Notifications
- Social Media (if applicable)

5. Evacuation Procedures: If an evacuation is necessary, please leave your belongings behind and exit the venue promptly. Head towards the designated assembly area and await further instructions.

Help Desk/Enquiries

There will be a dedicated help desk for any question and enquiries. For email enquiries use kiw@innovationagency.go.ke