

**IATA**

**GROUND**

**HANDLING**

**CONFERENCE**

Nairobi, Kenya  
13 – 15 May 2025

Q&A



Host Airline



# Before you Travel

# How to Register

**Registration is mandatory for everyone wishing to attend the IGHC. No exceptions will be made.**

To register to the IGHC 2025, please use the link below, complete all the requested fields, and proceed with payment for your registration to be valid.

[REGISTER NOW](#)

## Need help?

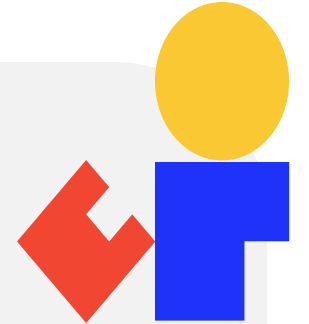
- If you are a delegate, sponsor, exhibitor or media representative, in case of questions about your registration to the event or your hotel booking, please reach out to us at [ighc-events@iata.org](mailto:ighc-events@iata.org) for further assistance.
- If you are a speaker, you will receive an access to the speaker resource centre with all the details to register, as well as information about your presentation, etc. Please reach out to us at [ighc-events@iata.org](mailto:ighc-events@iata.org) for further assistance.

# How to Book your Hotel

We are delighted to present the official hotels for the IATA Ground Handling Conference, taking place from the 13th to 15th May at the Kenyatta International Conference Center (KICC).

We have carefully selected seven exceptional hotels, all perfectly situated within a 10-minute drive of the event venue. With a range of options to suit different preferences, we encourage you to make your reservation as soon as possible to benefit from preferential rates and secure your accommodation this event.

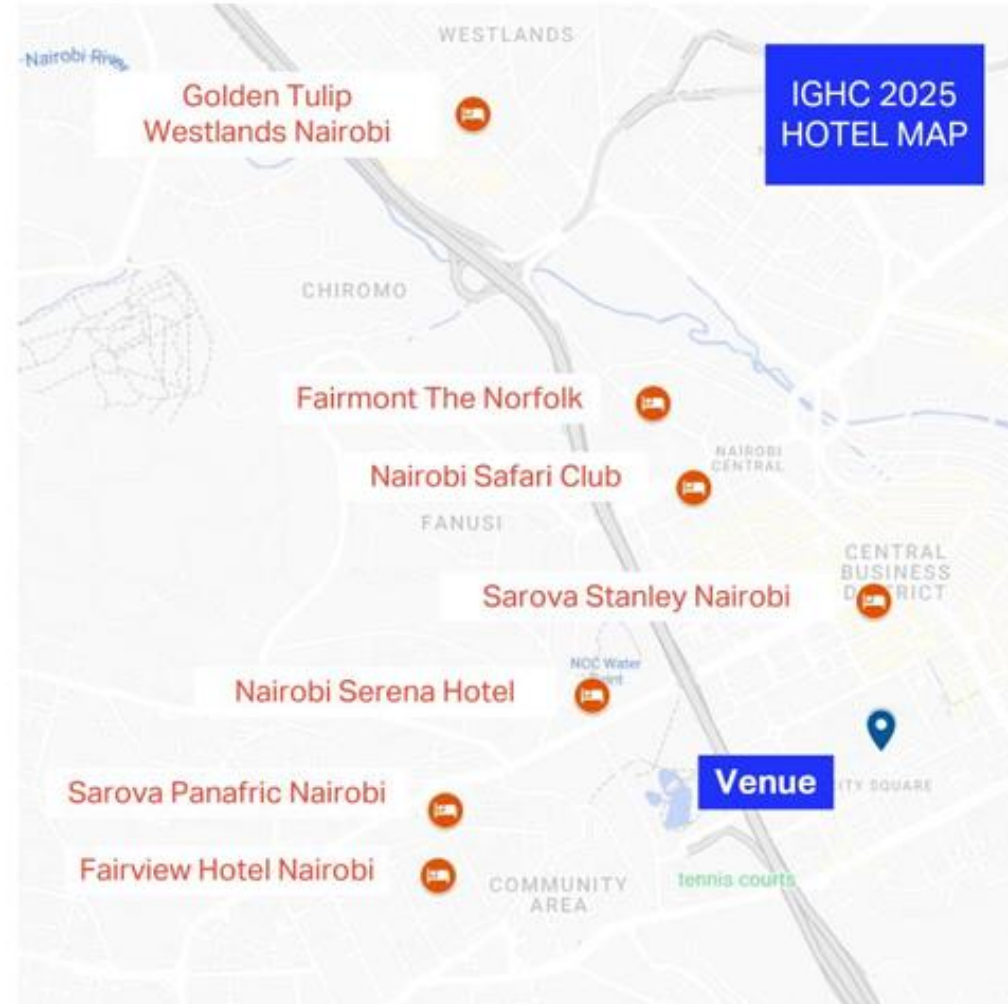
[BOOK YOUR HOTEL HERE](#)



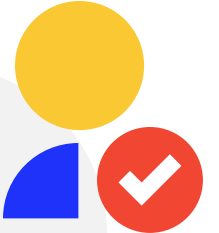
# How to Book your Hotel

## Hotels accessible by car:

- Sarova Panafric Hotel (5 min drive)
- Sarova Stanley Nairobi ( 5 min drive)
- Fairview Hotel Nairobi (5 min drive)
- Nairobi Serena Hotel (8 min drive)
- Nairobi Safari Club (8 min drive)
- Fairmont The Norfolk (10 min drive)
- Golden Tulip Westlands Nairobi (15 min drive)



# Visa Requirements and Invitation Letter



## Important Visa Information

As of 1 January 2024, travelers must, however, obtain a new [Electronic Travel Authorization \(eTA\)](https://www.etakenya.go.ke/en) via the official link: <https://www.etakenya.go.ke/en>

Please find all the details in the [Travelers Information Document](#) (pdf)

When registering, kindly make sure to complete the visa section to obtain a letter of invitation which will be required when applying for your eTA.

The eTA applications for Kenya are usually processed in 3 days, however it is recommended applications be submitted **at least 2 weeks prior** to travel to ensure adequate time for processing. Delegates applying for the eTA should submit their application under the purpose of travel – “**CONFERENCE**”.

Travelers can submit their applications up to 3 months prior to travel.

**Please note that it is mandatory to be fully registered to the IGHC to get a visa invitation letter.**

In case of additional questions about your registration to the event or your hotel booking, feel free to contact [ighc-events@iata.org](mailto:ighc-events@iata.org)



# eTA Requirements and Documentation

1. Valid passport for at least six (6) months after your planned date of arrival into Kenya, with at least one blank page.
2. Recent colored passport picture
3. Conference invitation/participation letter
4. Contact details (home address, telephone, email)
5. Travel information and flight itinerary (arrival flight number, date of departure of initial flight in case of connecting flights)
6. Proof of booking for the hotel you will be staying at.
7. Yellow fever vaccination certificate if coming from endemic countries (please check the WHO website for the updated list of countries)
8. The eTA applications for Kenya are usually processed in 3 days, however it is recommended applications be submitted at least 2 weeks prior to travel to ensure adequate time for processing. Travellers can submit their applications up to 3 months prior to travel.
9. For children under the age of 18, the legal guardian, parent or accompanying adult is responsible for filling the application.
10. Once you submit your eTA application, the fee is non-refundable, and you cannot transfer it to another person. This is also true if your eTA is denied or if for any reason, including a force majeure, there are deviations to your planned journey.



# Access the event app



Information will be provided soon.



# Like, Share, Interact

Help us spread the excitement about the event by using the official hashtag **#IGHC**.

Don't forget to **like, share, and interact with our posts**. Let's connect and make the IGHC 2025 experience even more memorable together!



# When you Arrive in Nairobi

# About the Venue

## Event venue

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The Event will take place at the **Kenyatta International Convention Centre**.

It is an iconic Nairobi landmark, known for its distinctive tower, hosting major conferences.



## Venue contact info

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City Square  
Along Harambee Ave  
Nairobi  
Kenya

+254 20 326 1000

[Website](#)



## Local area

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KICC is located in the heart of Nairobi's Central Business District (CBD). Nearby attractions include **Uhuru Park**, **Nairobi Railway Museum**, and the **Nairobi National Archives**. The location is convenient for business travelers and tourists, offering a mix of commercial activity and key city sights.

# Transportation Options

## Getting to the venue by car or taxi

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The venue is 20 minutes (13.2 km) away by car and public transport from Jomo Kenyatta International Airport

Expect to pay around \$1 USD for a bus trip – \$30 USD for a taxi from the airport. Be prepared to have local currency in cash as taxis do not always accept credit cards.

## Getting from the airport to the city center by shuttle

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Shuttles are usually located just outside the terminal in the pickup area. Some shuttles have kiosks or desks inside the terminal. You can either book in advance online through shuttle service websites or pay on the spot at the shuttle counter or to the driver. The ride typically takes 30-45 minutes.

## Getting from the airport to the city center by Uber/Bolt

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Uber & Bolt applications are commonly used in Nairobi Kenya.

The fare is less expensive than a taxi and very safe.

# While in Nairobi

# On-site registration opening hours

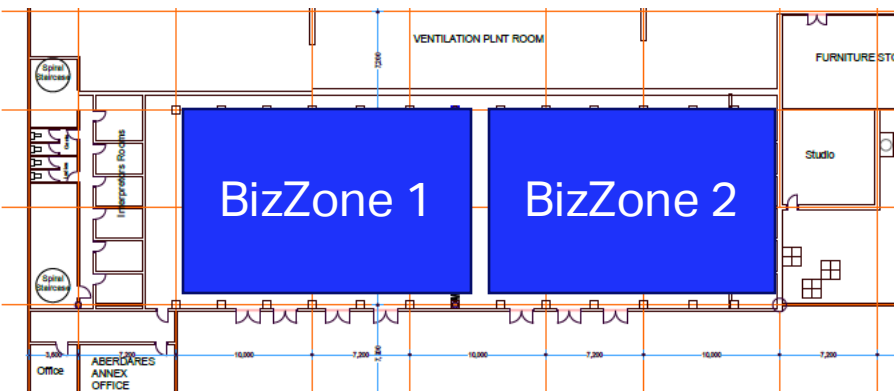
Below you can find the opening hours of the **on-site registration**:

- Monday, May 12<sup>th</sup>: 8:00 - 18:00
- Tuesday, May 13<sup>th</sup>: 07:30 - 19:00
- Wednesday, May 14<sup>th</sup>: 07:30 - 18:00
- Thursday, May 15<sup>th</sup>: 08:00 - 14:00

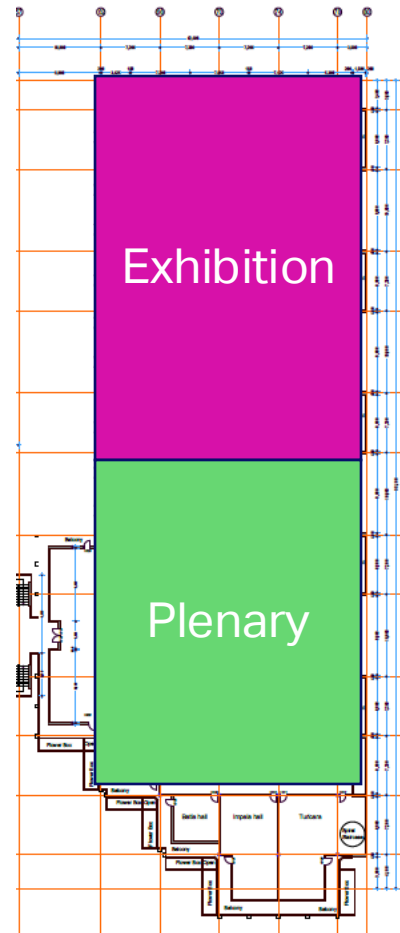


# Event floorplans

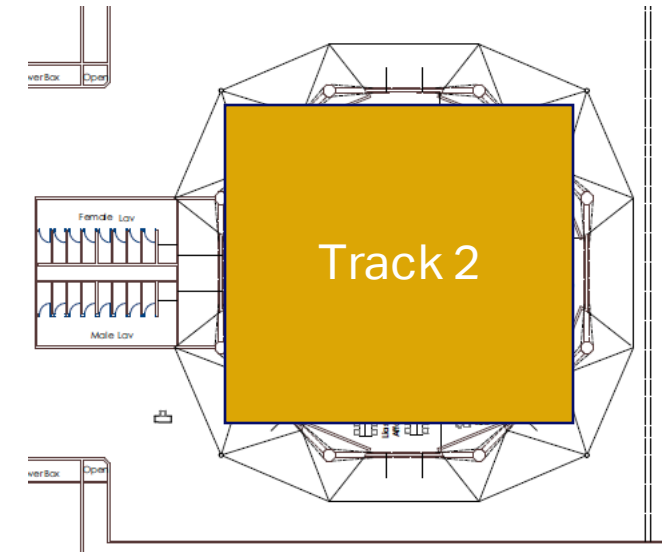
## Lower Ground Floor



## Ground Level Floor



## Second Level Floor



# Practical Information

## Currency

The official currency is the Kenya Shilling (KSh). We recommend exchanging your currency at your own local banks with generally a more beneficial rate. The US Dollar is also widely accepted and easily exchanged into Kenyan Shillings. Foreign currency can be changed at the airport, which has 24-hr service, banks and foreign currency exchange bureaus. Credit card fraud occurs in Kenya, as in most other parts of the world, therefore the usual standard precautions should be taken.

## Customs

Visitors, including delegates staying in Kenya for up to 3 months, are entitled to duty exemptions of up to \$500 worth of non-consumable and consumable goods for personal use that they will take back at the end of the visit. These include non-alcoholic beverages and tobacco in quantities consistent with their visit intentions. You may [click here](#) for details.

## Drones

Please take note, Drones are restricted, and they require a special license approval from KCAA (Kenya Civil Aviation Authority) as per the link:- <https://www.kcaa.or.ke/safety-security-oversight/unmanned-aircraft-systems>

## Electricity

The electrical currents in Kenya are 220 - 240 Volts, 50 Hertz. Kindly, note that Kenya uses the 13A 3[square] wall switch socket outlet.

## Emergency

Police, Fire, or Emergency assistance: 999 or 112

For international emergencies, contact your embassy or consulate for assistance.

Save their contact information in case of any unforeseen circumstances.





## Health

A yellow fever vaccination certificate is required if you are arriving in Kenya from a country with risk of yellow fever transmission. Please seek further advise from your travel agent or doctor in your home country, who should have information on vaccination requirements for visitors into Kenya. Useful information can also be obtained from the WHO website <http://www.who.int/ith/en>

Malaria is common throughout the year in many parts of Kenya. Nairobi, the capital city, is generally malaria-free but this does not exclude the need to stay safe from infection by mosquitoes. It is recommended to consult your doctor about malaria prophylaxis if travelling into Kenya and beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms). Food and waterborne diseases including diarrhoea are common – depending on the hygiene standards of the places you visit. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than fruits and vegetables that you have peeled off yourself. Wash hands frequently with soap and water or sanitizers at designated spots in eateries and restaurants.

## Official Languages

The official language of the Republic of Kenya is English, and the national language is Swahili.

## Plastic Bag Ban

In 2017, the Kenya Government banned the use of all plastic bags. Traveler's coming into Kenya with duty free bags is required to dispose the same at the entry points or in the aircrafts prior to disembarking their flights.

## Time Zone

Kenya is GMT + 0300 hours. Most international visitors will arrive through Jomo Kenyatta International Airport (JKIA), Nairobi. Visitors should advise their hotels in good time of their transportation needs. In the absence of a courtesy bus, visitors may use reputable taxi companies.

## Weather

Nairobi in May is cool and refreshing, with highs around 22°C and lows near 15°C. As part of the rainy season, expect afternoon showers, though mornings and some afternoons often feature sunny intervals. The city's greenery is at its peak, making it a scenic time to visit. A light waterproof jacket or umbrella is recommended.

# Pre/Post IGHC 2025 Excursions and Tours

To facilitate the booking of pre-IGHC and post-IGHC 2025 excursions and tours, the below local agencies are kindly offering some special rates for the IGHC attendees.

The IGHC attendees wishing to book pre/post event excursions and tours are required to reach out to these agencies directly.

IATA assumes no responsibility for these tours and is only recommending these agencies approved by the Kenyan government to assist attendees of the IGHC in the planning of their excursions and tours.

[FCM Travel](#) (pdf)

[Travelshoppe](#) (pdf)

[MagicalSkies](#) (pdf)



