

The fourteenth session of the United Nations Conference on Trade and Development (UNCTAD 14), hosted by the Government of Kenya, will be held at the Kenyatta International Convention Centre (KICC), Harambee Avenue, Nairobi, Kenya from 17 to 22 July 2016. It will be preceded by a number of events beginning 15 July (see <http://unctad14.org> for details.)

MEDIA ACCREDITATION AND REGISTRATION

Advance accreditation

Media accreditation for UNCTAD14 is strictly reserved for members of the press – print, photo, radio, TV, film, news agencies, and online media who represent a bona fide media organization (full guidelines are available at <http://unctad14.org>).

How to request media accreditation

Completed **applications forms**, together with a **letter of assignment** on an official letterhead signed by the Publisher or Editor-in-Chief indicating the name and duration of assignment of the journalist(s) who will cover the conference, should be uploaded with relevant documents (press card, passport, articles, etc.) on <http://unctad14.org> under Participation/Press and Media and click on Registration.

Enquiries should be sent to: pressunctad14@unog.ch.

If you have applied during the pre-accreditation period, a press pass will be issued at the Charter Hall of the Nairobi City Hall, which is located on City Hall Way directly opposite the main entrance of the Convention Centre, upon presentation of **two forms of photo ID** (passport, official national press pass, driver's license, work ID, etc.).

On-site accreditation from 13 July 2016

Accreditation at the conference site will be delivered after registration online <http://unctad14.org> under Participation/Press and Media.

You should upload the **application form**, your **letter of assignment** and **relevant documents** and present **two forms of photo ID**. Once you receive an e-mail confirming that your request for accreditation has been approved, you can obtain your media press pass at the City Hall.

Important: Application forms will be considered only if accompanied by a letter of assignment. Incomplete applications will not be processed. Accreditation is free of charge. No double accreditation is allowed (e.g. both as a journalist and as a delegate or as a journalist and as an NGO).

MEDIA CENTRE

The media working area will be located in the lower level of the KICC and will be operational from 15 to 22 July 2016. It will be for the exclusive use of accredited media.

This area will have an **internet working area**, an **electronic press working area on a commercial basis**, and a **working area for the print journalists** with power outlets and phone lines (analogue).

A commercial service area will be available close to the media working area. It will be possible for journalists to transmit TV, radio, and print reports by phone, fax, and computer, plug and play connections, ISDN landlines, satellite and fiber.

Radio transmission services will be provided to journalists on a scheduled basis, depending on availability and at no charge. The scheduling will be coordinated by the UN.

Computers with Internet access and network-based high-speed internet **connection points for laptops** will be made available at no charge. **WIFI connections** will also be available at no charge. Five shared printers will be available.

There will be a number of **monitors** in the area to allow journalists to follow meetings, press conferences, arrivals, etc.

There will be a sound-proof **press conference room located in Shima Hall on the first floor of the centre** with a capacity for about 60 people. Interpretation in English and French will be provided for some press conferences.

A press documentation distribution counter will be next to the media working area.

Announcements of press conferences and other information will be made from this area. Information for the press will be posted on notice boards.

PRACTICAL INFORMATION

Visas for journalists will be issued to registered foreign journalists/reporters entering Kenya for media coverage of the UNCTAD 14.

This visa can be obtained at the Kenyan Embassies or Consular Missions accredited in the participant's respective country or in the nearest country if no Kenyan representation exists in the participant's country.

Medical recommendations

Health information for participants attending UNCTAD 14, including temperature, altitude, entry requirements, emergency and medical services and vaccination certification requirements can be found at <http://unctad14nairobi.org/travel/health-information>.

Vaccinations recommended:

- Yellow fever vaccination if travelling outside of Nairobi
- Diphtheria, Tetanus, and Pertussis (if more than 10 years since the last treatment)
- If you are planning to go on a safari, you need to take Malarone malaria pills the day before your departure and continue treatment after.

Accommodation

The host country has provided details on nearby hotels, their pricing, and availability on <http://unctad14nairobi.org>.

All participants staying at the recommended hotels will be provided with transportation from the airport to their accommodations and from selected hotels to the Centre by **shuttle bus service from 15 to 22 July 2016**. Please go to the **UNCTAD 14 welcome desk** at the airport for information on shuttle buses.

Flights

Kenya Airways has travel offers for UNCTAD 14 conference participants which can be found on a dedicated website at <http://pride.kenya-airways.com/unctad14>. Other airlines such as British Airways, Swiss, KLM and Egyptair also fly to Jomo Kenyatta International Airport.

For additional information on Kenya and the tourism opportunities available visit the [Kenya Tourism Board website](http://www.magicalkenya.com) (<http://www.magicalkenya.com>).

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