



INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

ADVANCED LEADERSHIP INNOVATION WORKSHOP NAIROBI 2024

Information Pack



INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

Welcome!!

We are delighted you will be joining other social change leaders at this year's Leadership Innovation Workshop in the city of Nairobi Kenya!

Workshop Objective:

The main workshop goal is to support stronger network and collaboration among Africa young leaders and entrepreneurs. To engage young Africa leaders on effective organizing as a leadership practice.

This brief memorandum will address questions you may have about logistics. If you have any outstanding concerns or questions, please contact Paul on (+2349168556251) or Michael Banda (+260977202736)





INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

A. Workshop Date/Time

Monday 25th – Friday 29th, November, 2024.

Time: 9:00 AM Daily

B. Traveling Dates

Sunday 24th of November, 2024 Arrival – All participants are expected to arrive Nairobi Kenya for the Workshop. Check in time is 1:00PM

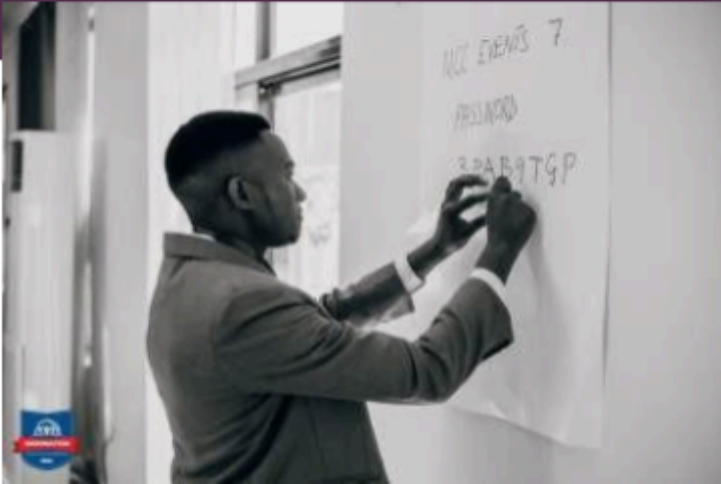
Saturday 30th of November, 2024 Departure – All participants must check out of the hotel rooms latest by 12:00 noon. Any participant that stays beyond this period will bear the extra costs.



INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA





INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

C. Workshop Location

Panari Hotel



D. Hotel Location/Contact

Address: Panari Sky Centre, Mombasa Road, Nairobi, Kenya, Overlooking Nairobi National Park, this hotel is 10 minutes' drive from Jomo Kenyatta International Airport





E. Lodging, Meals, and Incidentals

- Only participants who made full payment will be accommodated at the hotel designed for each of the Categories and only the room costs will be borne by Inspiration Care and Development Center Africa. The room cost includes breakfast and dinner for all participants lodged at the hotel only!
- For all accredited delegates, ICDCA will provide two tea breaks, lunch and one soft drink per participant during the workshop day 1 to 3, while dinner will be provided for closing ceremony night Day 4.
- Participants on special dietary routines should communicate such to the organizer via theinspirationng@gmail.com at least 5 days before arrival.
- All participants are responsible for paying their own incidental charges. This includes telephone calls, laundry, room service, bar bills, faxing and photocopying etc.
- The hotel has been instructed not to put any charges by individuals on the master bill. This means you will receive a separate bill for any charge incurred that you must pay before your departure.
- Check out time is 12 noon daily; participants are expected to check out of their rooms on Saturday, 30th November 2024 on or before 12 noon. If you choose to stay longer, the hotel will charge you for any additional time spent. Organizers will not cover those charges.

F. Workshop Issues

All sessions will take place at the Panari Hotel Conference room at the above-mentioned address. Participants are expected to be on ground and participate actively during the workshop. All payments must be completed before coming to Nairobi, nonpayment of workshop fees will result in entry denial. Payment on Arrival is not permitted. All payment





INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

must be done before coming.



INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA



- General DRESS CODE for the workshop is SMART corporate. However, the dinner closing ceremony dress code is Africa Attire of each country represented. Please ensure you come with your country Flags.
- Please ensure you have a copy of your invitation letter printed and proof of workshop payment. You may need to show it at the registration point.
- For those travelling through the air, please ensure you arrive early at the airport (at least 3 hours before your flight departure time. Very Important

As of 1 January 2024, foreign nationals, regardless of nationality, can enter Kenya without a visa for tourism or business travel for stays up to 90 days. Travellers must, however, obtain a new Electronic Travel Authorization (eTA) . Citizens from all East African Partner States (Burundi, the Democratic Republic of Congo, Rwanda, South Sudan, Tanzania, and Uganda do not need eTA or visa to enter into Kenya.

Kenya: Electronic Travel Authorization Fee Waived for the following Countries. Kindly take note if your country is listed below
Botswana, Comoros, Eritrea, Eswatini, Ethiopia, Gambia, Ghana, Lesotho, Malawi, Mauritius, Mozambique, Republic of Congo, Sierra Leone, South Africa, Zambia

If your country is not listed above, then you need a new Electronic Travel Authorization (eTA) to travel to Kenya. kindly use this link for more details <https://www.etakenya.go.ke>



INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

G. Health Emergencies

Participants must ensure they are healthy and physically fit to attend this workshop. Any participants on drugs medication should be disclosed, and such individual(s) are advised to bring their regular prescribed medication for health care during this conference.

Vaccination against yellow fever and cholera is compulsory and should be shown at the Airport. If yellow fever vaccination is contra-indicated for medical reasons, a letter of medical exemption is necessary.

H. Insurance Coverage

Participants hereby known as “Delegates” undertaking to attend 2024 Leadership Innovation Workshop in Nairobi own their own account and at their own risk and shall be responsible for securing any appropriate general liability and other insurance coverage, the proof of which shall be provided to the organiser.



I. Data Protection

All delegates acknowledged that Inspiration Care and Development Center Africa (ICDCA) will process all personal data about delegates for programme



INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

preparation and delivery, internal market research, participant and alumni administration, accounting, record-keeping, health and safety and any other reasonable purpose relating to our relationship with applicants and alumni.



We would like to be able to contact participants with information about our products and services and ask for confirmation on the application form. Please ensure that in the event the application form is not completed by the applicant confirmation has been obtained from them. We will not pass on these details to third parties. Please note however that we will email applicants the closing communications which we routinely send out at the end of a programme.

We may take photographs or film during the programme. We may use these images for marketing and publicity purposes to promote our products and services in our publications, on our website, in social media or in any third-party publication. If participant(s) do not wish to be photographed or filmed for this purpose, we ask that they contact a member of staff on the day.

J. Impossibility

The performance of this event terms of reference is subject to change without liability upon the occurrence of any circumstance beyond the control of either party-such as acts of God, war, acts of terrorism, Covid 19, government regulations, disaster, civil disorder, or unforeseen circumstances





INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

J. Code Of Conduct

Delegates shall observe a high standard of behaviour and the event organiser reserves the right to expel any participants behaving with wrong manners which seems detrimental to the standing of the ICDCA or likely to cause inconvenience or annoyance to other participants. Such individuals will not be refunded.

K. Disclaimer

Inspiration Care and Development Center Africa do not accept responsibility and exclude liability for any loss or damage to participants' life or property owned by or in the custody of participants as a result of their participation at this conference. Delegates shall in any event indemnify and held the organiser harmless against any claim, action, demand or procedures made or brought by a delegate against the organiser

Mbadugha Anthonia
Head of Logistics

Thank you.





INSPIRATION SCHOOL
OF LEADERSHIP



INSPIRATION CARE
AND DEVELOPMENT
CENTER AFRICA

CONTACT US



+234 916 855 6251

ayleconference21@gmail.com

info@inspirationng.com

www.inspirationng.com

7, Tunji Osunniyi Street, Adebayo
Ado-Ekiti, Ekiti State, Nigeria