



## **LOGISTICS NOTE**

### **THE INAUGURAL AFRICA CHILDREN SUMMIT**

#### **SUMMIT VENUE**

The Summit will be held at the Boma Hotel, South C in Nairobi, Kenya from 10<sup>th</sup> - 12<sup>th</sup> April 2023.

#### **TIME ZONE**

The timezone in Kenya during the year corresponds to the EAT (GMT +3 ), and the biannual schedule remains unchanged.

#### **NAIROBI WEATHER**

Sunrise 6:32 am EAT, Sunset 18:38 pm EAT, Humidity 79% , Highs of 25 degrees and Lows of 15 degrees. This April will be a rainy season and showers are to be expected irregularly.

#### **ONSITE REGISTRATION**

During the three days Summit all participants will be required to register at the registration desk that will be outside the summit hall.

#### **ON-GROUND TRANSFER**

Organizers will provide on-ground transfers, including airport transfers for all participants to their hotels, as well as the Mtoto News staff.

#### **ACCOMMODATION**

All children and their accompanying chaperones will be accommodated at the Boma Hotel Nairobi during the 3 Summit days.

#### **CONFERENCE CATERING**

Organizers have catered for the conference package which covers two meals and conference materials.

The meals include 8 o'clock snacks, 10 o'clock tea, Lunch, and 4 o'clock tea.

Participants should book on half board, that is dinner, bed and breakfast.



## **SIDE EVENT REGISTRATION**

All adults interested in attending the side events at the Summit shall register using this form

[https://docs.google.com/forms/d/1SAhFFTqrpGSHU1tOIJdQhS9HneN5gDGDZKj0-7K\\_A-s/edit?usp=drivesdk](https://docs.google.com/forms/d/1SAhFFTqrpGSHU1tOIJdQhS9HneN5gDGDZKj0-7K_A-s/edit?usp=drivesdk)

## **ONLINE SPEAKERS**

For those attending the conference online, you will need: a PC/laptop, webcam, microphone and stable internet with at least 5-10 Mbps bandwidth, <https://www.speedtest.net> to check your internet speed.

## **AUDIO-VISUAL EQUIPMENT**

- 1) We are doing a four camera production during the three day event.
- 2) We will also support those who will be joining us virtually by providing a hybrid production
- 3) We will use a full equipped Public address system. We will have one podium microphone, Four wireless panel microphones and four roaming microphones for Question and answer session
- 4) For projection, we are using four 50 inch tv screens to display the proceeding of the summit plus the pre summit materials

## **SUMMIT LANGUAGE**

The working language of the summit is English. All presentations and information documents related to the workshop will be provided in English.

There will be language translation in French for both Virtual and In Person Participants.

There will be Sign Language Interpretation for both Virtual and In Person Participants.

## **VIRTUAL PLATFORMS**

The Summit will be available for streaming on [Zoom](#), [YouTube](#) and [Facebook](#)

## **SUMMIT WEBSITE**

To learn more about the concept note, summit speakers, program and more materials visit <https://www.mtotonews.com/african-children-summit/>



## SOCIAL MEDIA PLATFORM

Be sure to share your involvement at the summit with your social media networks using [@Mtototone](https://twitter.com/Mtototone). Thank you for your help in making The Inaugural Africa Children Summit a success. For further details or assistance, please contact us at [info@mtototone.com](mailto:info@mtototone.com)