

The logo for the AMCHAM Business Summit. It features the word "AMCHAM" in a stylized, outlined font at the top, followed by "BUSINESS" and "SUMMIT" in a bold, solid white font below it. Two thin white diagonal lines cross behind the text.

AMCHAM BUSINESS SUMMIT

U.S. - EAST AFRICA TRADE & INVESTMENT FORUM



APRIL 24-25, 2024



WINDSOR GOLF HOTEL

DELEGATE INFORMATION PACK



We're excited to see you

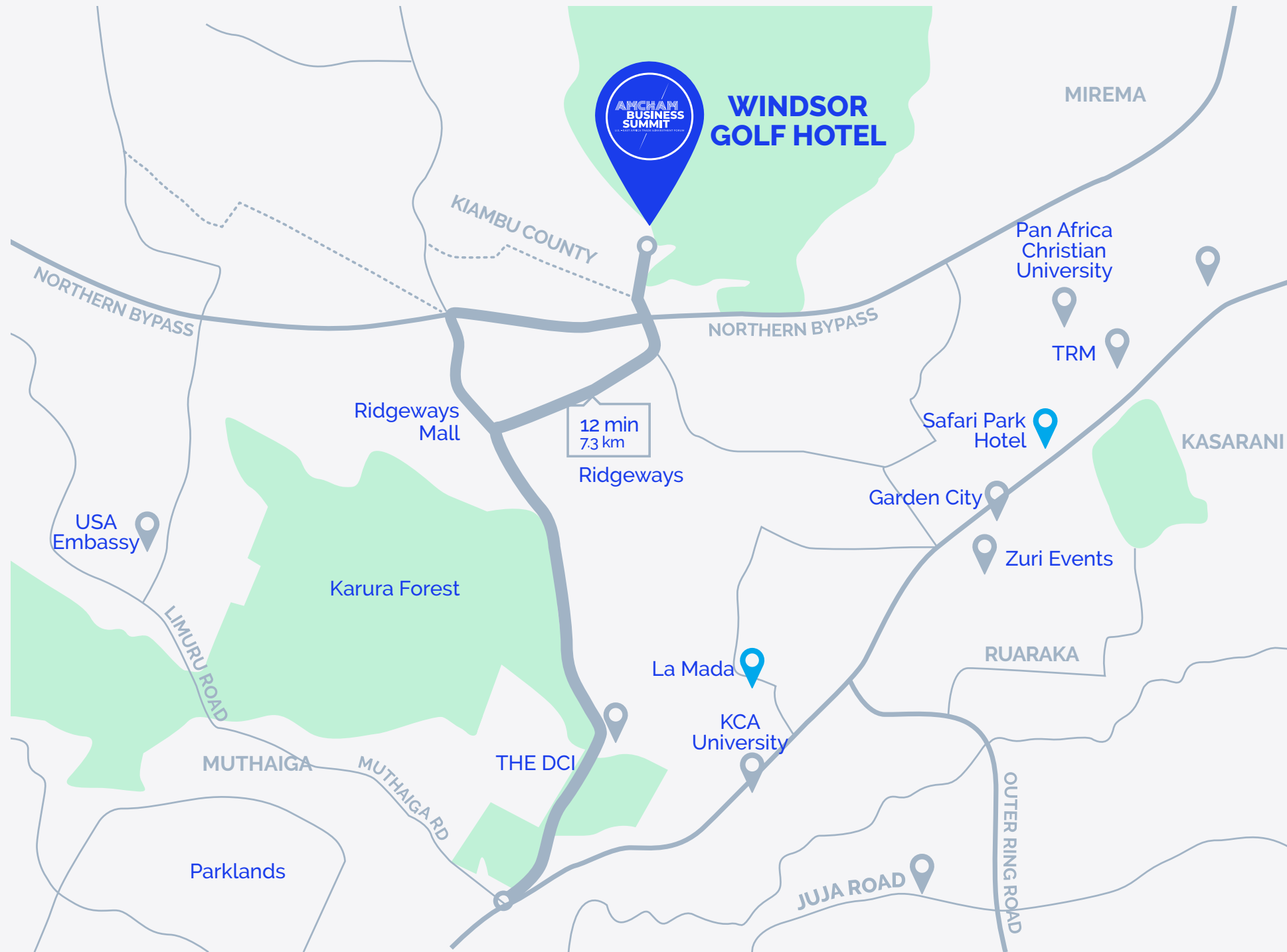
at the 4th edition of the AmCham Business Summit
2024 taking place in April 24-25, at the Windsor Golf
Hotel & Country Club.

This booklet provides some information to ensure you
have a pleasant experience at the Summit.

 **Venue:** Windsor Golf Hotel & Country Club



DIRECTIONS



PARKING & UBER CODE

Avoid parking hassles at our venue! Opt for a convenient solution. To ensure a seamless experience, we have partnered with Uber to provide discounted rides for all attendees. This initiative not only offers convenience but also aligns with our commitment to creating a sustainable event.



Please note that parking at the venue is limited. By choosing to ride with Uber, you can avoid potential parking difficulties and contribute to a smoother flow of traffic. We appreciate your understanding and cooperation in this matter.



UBER CODE:

The promo code is AMCHAM2024

Validity: April 24th & 25th.

Applicable for trips starting or ending at Windsor.

Provides 50% discount up to Kes 500 per trip.

Max 4 uses per person



CHECK-IN/REGISTRATION

PRE-SUMMIT CHECK IN



The Summit Check-In desk will open on April 23, 2024 at the Windsor Golf Hotel and Country Club at 2:00 pm. Delegates who wish to collect their badges ahead of the summit may do so at Summit Check-in/Registration Desk.

Kindly note that your personal identification document will be requested at the check-in desk.

CHECK IN



All Summit delegates who will not have received their badges in advance will be required to obtain their badges at the Registration Area on the morning of the first day of the Summit, April 24, 2024. In addition, delegates will be required to go through the check in stations each morning of the Summit. For security reasons, badges **MUST** be worn by all delegates at all times during the Summit.

If you received your Summit badge in advance, bring it with you on both days. Lost, stolen or defaced badges must be reported at the check-in desk immediately and a temporary replacement will be issued. There will be no onsite registration for the Summit.



SAFETY AND SECURITY

AmCham and the Windsor Golf Hotel & Country Club are working closely together to ensure that all precautionary measures are taken for delegates' safety and security. However, delegates are personally responsible for their movements within and outside the precincts of the Summit venue.

SECURITY PERSONNEL

All security and armed personnel are requested to declare their weapons and register at the Summit Check – in area. A separate desk will be provided for this purpose.

NO CIVILIANS ARE ALLOWED TO CARRY WEAPONS WITHIN THE SUMMIT VENUE

Any civilian carrying a weapon will be required to produce a licence to own/carry, and will be requested to deposit the weapon with authorized security personnel and will only be allowed to collect it upon exiting the premises.

PROHIBITED ITEMS

- ① Items made or intended for use as a weapon
- ① Firearms; Machetes; Knives;
- ① Ammunition/munitions;
- ① Explosive/incendiary devices;
- ① Corrosive or toxic substances;
- ① Biological and chemical agents;
- ① Non-prescription narcotics;
- ① Instruments, devices and chemical or biological agents designated as illegal by the Host Country for which there are laws restricting or prohibiting their use or possession.
- ① And any other equipment/tool or device that might be considered dangerous.

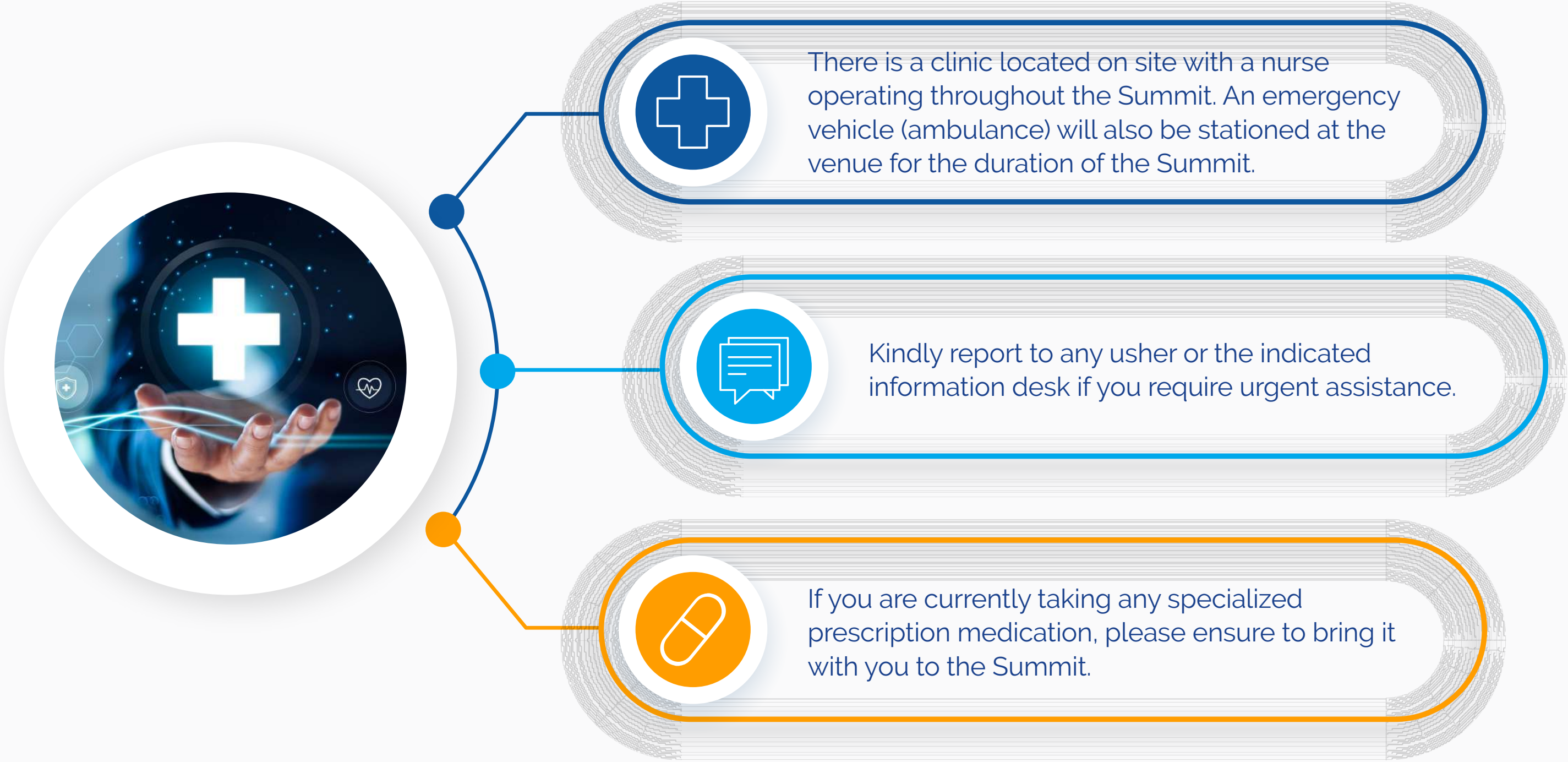


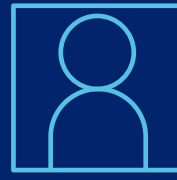
Any person who is in possession of prohibited items shall, before entering the premises, declare such item to authorized Security personnel.

NB. Please note that the list above is not exhaustive

HEALTH AND WELLBEING

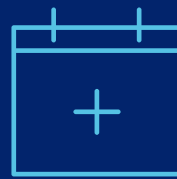
We are committed to protecting the health and wellbeing of all AmCham Business Summit delegates.





INFORMATION DESK

The AmCham Business Summit Information Desks are on location, within convenient reach of all delegates. The information Desk will be open daily and staffed to assist you with any queries or problems you may have.



EXPLORE THE SUMMIT

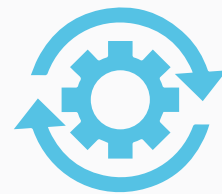
The full summit program is available [here](#)



B2B NETWORKING

Maximize your attendance of the AmCham Business Summit with High Impact Networking!

The AmCham Business Summit is structured to give you direct access to speakers, sponsors and participants that we bring together, with hours of dedicated networking time built into the Summit program and a smart matchmaking app, making it easier to schedule and hold one-on-one business meetings. **Start Networking Before the Summit Begins.** Before the Summit, you will receive an email with a link to setup your profile and the join code for access.



STEPS

Follow the steps to **log in** and **build your profile** with what you are **seeking**, and what you are **offering**. It will only take few minutes to set it up. A complete profile will increase your chances of being seen and setting up useful meetings. Once setup, take a look at your fellow attendees and think about who you'd like to meet. You can even pre-arrange meetings to get your networking going.



HOW IT WORKS

Our matchmaking application – Brella, runs on a smart algorithm that suggests to you relevant delegates to connect with based on your business needs and offerings. If you see someone you'd like to meet, reach out to them through the app to make contact or schedule a meeting. Feel free to also politely decline meeting requests that aren't interesting to you.



MEET IN A DEDICATED AREA

We have allocated a dedicated space for meetings set up through Brella on location. You'll be assigned a meeting spot corresponding to a table number once your meeting is accepted. Find your dedicated meeting table and get down to business!

AFTER THE EVENT

After the event, follow up with your new connections. Brella is also an easy way to track and keep a record of who you met at the Summit.

Unplug • Connect • Sip

Craving genuine connections?

We'll do it the old-fashioned way.

GRAB A BITE, HAVE A DRINK, *IT'S ON US.*

Enjoy downtime between sessions for networking breaks.

Meals and drinks are on us!

**WE WILL HOST A COCKTAIL RECEPTION AT THE END
OF THE SESSIONS ON WEDNESDAY, APRIL 24, 2024.**

All delegates are welcome to a great opportunity for further networking in a more relaxed environment.



SECTOR FORUMS

The Summit breaks into 6 sector forums



CONTACT INFORMATION

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www.amchambizsummit.com