



## CONFERENCE RATES 2024

### 1. FULL DAY CONFERENCE

Inclusive of:

- Hall
- Writing pad and pens
- Flip Chart and Marker pens
- 2 water bottles (500ml)
- Sweets
- Buffet Lunch
- 2 teas and snacks
- Wi-Fi

**Ksh. 3,000 per person.**

### 2. HALF DAY CONFERENCE

Inclusive of:

- Hall
- Writing pad and pens
- Flip Chart and Marker pens
- 1 water bottle (500ml)
- Sweets
- Buffet Lunch
- 1 tea and snacks
- Wi-Fi

**Ksh. 2,500 per person.**

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### 3. CONFERENCE HALL ONLY

Sitting capacity Rates per day (Ksh)

- Mt-Kenya Hall 70 Pax 20,000
- Aberdare Hall 60 Pax 18,000
- Lolldaiga Hall 50 Pax 15,000
- Executive Meeting Room 15 Pax 10,000

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### 4. OTHER CONFERENCE FACILITIES

- LCD Projector @ 3,000 per Day
- PA system @ 3,500 per Day

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### 5. BOOKINGS & RESERVATIONS

- Confirmed booking will be on payment of 50% in advance.
- All bookings without advance payment will be on waiting list and may be cancelled if another person commits with an advance payment.

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### 6. CANCELLATION POLICY

- Cancellation done 48 hours in advance will attract no penalty.
- Cancellation done 47-24 hours in advance will attract 25% surcharge of the conference rate.
- Cancellation done 25-12 hours in advance will attract 50% surcharge of the conference rate.
- Cancellation done 11 or less hours in advance will attract 100% surcharge of the conference rates.

