SAMPLE · GENERAL GUIDANCE

Delegate visa checklist

A working list for conference and event organisers preparing invitation letters and tracking visa or eTA applications. This is a sample. It is not a visa, not legal advice, and not a substitute for the official rules of the host country. Governments issue visas. Rules change. Check the official government portal for each passport and entry type before you write a letter or tell a delegate to apply.

Ananke Digital Event Desk can run this process for you: letters on your letterhead, a tracker per delegate, and a shared inbox for visa questions. Request a quote at anankedigital.co.ke/services/event-desk/

1. Before you start

- Confirm the event’s official name, dates, venue address and city, and the legal name of the host organisation that will sign letters.
- Name one person on your side who can sign letters and answer embassy or border questions.
- Agree who pays government visa or eTA fees (usually the delegate, on the official portal) and who pays any courier costs for original letters.
- Collect passport copies through a private form, not by email. Store them only for as long as you need them for this event, then delete them.

2. For each delegate, collect

- Full name exactly as it appears in the passport, nationality, date of birth and sex.
- Passport number, issuing country, issue date and expiry date. Many countries ask for at least six months’ validity beyond the travel dates; check the host country’s rule.
- A clear scan or photo of the passport bio page.
- Arrival and departure cities and intended travel dates, plus accommodation booked or to be booked.
- Whether the organiser or the delegate is covering travel, lodging and daily costs — letters often have to say this plainly.

3. Who needs a visa, an eTA, or neither

Do not guess from memory or from a blog post. For each nationality, open the host country’s official immigration, eVisa or eTA portal and record the result against that delegate’s name: visa required, eTA or electronic travel authorisation, visa on arrival, or exemption. The same event will often have all four in one room. Some African regional agreements and some official exemption lists change the answer; only the official portal counts.

Official starting points (always re-check, as portals and rules move): Kenya eTA — etakenya.go.ke; Rwanda — migration.gov.rw and irembo.gov.rw; Ethiopia conference visa — evisa.gov.et; Ghana e-Visa — the portal announced by the Ministry of Foreign Affairs; Nigeria — immigration.gov.ng; Côte d’Ivoire — monvisa.ci; Cameroon — evisacam.cm; Democratic Republic of the Congo — evisa.gouv.cd. Senegal directs many applicants to consulates rather than an official online visa portal; treat unofficial lookalike sites with caution.

4. The invitation or participation letter

- Issue it on the host organisation’s letterhead, signed by an authorised officer, with a date and a contact telephone number and email the embassy or border can actually reach.

- Name the delegate as in the passport, the passport number, the event, the dates and the venue.
- State the purpose of travel (to attend or to speak at the named event) and who is paying which costs.
- Write the letter for the channel that country uses: an embassy file, an eVisa upload, or a letter the delegate carries to the border. One wording does not fit every portal.
- Keep a copy with the signed PDF and the date it was issued. Issue letters only after a complete request (passport page plus travel dates).

5. Application and tracking

- Delegates apply only on the official government portal or at the official embassy or consulate. Do not send anyone to a third-party “agent” site that is not the government.
- Keep the application reference, the fee receipt from the official portal, and the decision letter or email.
- Track each person as: not started / applied / more documents requested / approved / refused / travelling. Chase late files and flag anyone still open a week before the event.
- A refusal is the government’s decision. Help the delegate understand the next official step if there is one; do not invent a workaround.

6. Before travel and at the border

- Send each travelling delegate a pack: the letter, the venue address, the organiser contact, and any printed confirmation the official rules ask them to carry.
- Remind them to travel with the same passport used in the application, and with any approved eVisa or eTA they were told to print or save.
- Have a named person on duty during arrival days who can answer a call from the airport or a border officer.

7. Tracker columns you can copy

Delegate	Nationality	Passport expiry	Entry type	Letter issued	Applied	Status	Notes

The rows above are blank on purpose. This file contains no client names and no invented figures. Fill it from your own delegate list.

Français — notice

Ceci est un exemple de liste de contrôle, en anglais, pour les organisateurs de conférences. Ce n’est pas un visa et ce n’est pas un avis juridique. Vérifiez toujours le portail officiel du pays hôte pour chaque nationalité. Les visas sont délivrés par les États, pas par Ananke Digital. Pour confier ce travail à Event Desk : anankedigital.co.ke/fr/event-desk/

Sample published by Ananke Digital Event Desk, 21 November 2026. Re-check official portals before each event.
anankedigital.co.ke/services/event-desk/