



**Records & Information Management East Africa Limited**  
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**To All Board Chairpersons (Public and Private Sector)**  
**East Africa.**

**10<sup>th</sup> December 2023**

**Dear Sir/Madam,**

**Re: Board Summits on Records, Data, Cyber Security & Information Governance**

I trust this letter finds you well. I am writing to extend a warm invitation to your esteemed organization to participate in the Records and Information Management East Africa Limited's (RIMEA) Board Summit Series scheduled throughout 2024.

***Our Summits*** are open to Member of the Board of Directors.

Our Summit Series will delve into critical aspects of modern records management, digitization, leadership in a digital world, secure data governance, information security excellence, and strategies for unified information governance. These events provide a unique platform for leaders in East Africa to gain insights, share experiences, and network with peers in the field of information management.

**Details of the Summit Series:**

**Info Innovate Summit-** Board Seminars on Modern Records Management and Digitization

Date: February 14-16, 2024 | Kigali, Rwanda

**Digitization Summit-** Leading with Clarity in a Digital World

Date: April 17-19, 2024 | Entebbe, Uganda

**Data Governance Summit-** Board Empowerment for Secure Data Governance

Date: June 11-13, 2024 | Kinshasa, DRC

**Cyber Guardian Summit-** Board Excellence in Information Security

Date: August 20-22, 2024 | Nairobi, Kenya

**Information Governance Summit-** Board Strategies for Unified Information Governance

Date: October 15-17, 2024 | Dar-Es Salaam, Tanzania

**REGISTRATION FEE:**

USD. 720 per person (Includes access to the conference, meals, and refreshments; excludes accommodation and transport).



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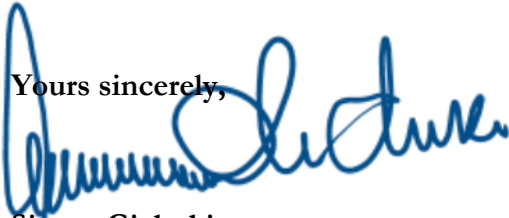
**Integrated Records and Information Management Solutions, Digitization and Capacity Building**

**Nairobi | Kampala | Dar-Es Salaam | Kigali | Gitega | Juba | Kinshasa**

Please contact us at [training@rimeastafrica.org](mailto:training@rimeastafrica.org) to request an invoice, and we kindly request that payments be settled by the commencement of each conference.

We believe that your organization's participation will significantly contribute to the success of these events, fostering collaboration and knowledge-sharing among industry leaders.

Thank you for considering our invitation. We look forward to welcoming your representatives to the RIMEA Summit Series in 2024.

Yours sincerely,  


**Simon Gichuki**  
**Chief Executive Officer**  
**Records and Information Management East Africa Limited (RIMEA)**

