

# africacarbonforum

Part of the Africa Climate Week

10<sup>th</sup>  
Edition

**11-13 April, 2018 | Nairobi - Kenya**

Climate Action for Sustainable Development: Driving Change in Africa  
[www.africacarbonforum.com](http://www.africacarbonforum.com)

Hosted By



## INFORMATION SHEET

### MEETING VENUE

The 10<sup>th</sup> edition of the Africa Carbon Forum will be held from 11 to 13 April 2018 at the United Nations Office in Nairobi, the UN headquarters, which was established by the General Assembly in 1996. The premises are located at:

United Nations Complex  
United Nations Avenue, off Limuru Road  
Gigiri, Kenya  
Telephone: +254 20 7621234



## REGISTRATION OF PARTICIPANTS

Registration on-site will start on **Wednesday, 11 April 2018 from 08:00 to 08:30 a.m.** at the venue. Please note that pre-registration using the online facility on the official ACF website is mandatory: <http://www.conferencemanager.dk/africacarbon2018>. A confirmation notification will be issued to all participants upon completion of the online registration. **In order to speed up the check-in process at the gate of the premises, please be reminded to bring a form of identification (i.e. passport) and a print-out of the registration confirmation.**

## TRAVEL

Participants are responsible for their own travel bookings to Kenya. There are many international flights arriving at the Jomo Kenyatta International Airport in Nairobi (NBO).

## VISA

Apart from East African participants and some countries that do not require visas to enter in the Republic of Kenya, all delegates must have a **valid passport** (at least for six months after date of departure), **Yellow fever certificate** and **invitation letter**.

**NB: Visas can be issued at the airport upon arrival however, there are a few referred countries that requires visa issuance from their nearest Kenyan Embassies and High Commissions before coming to Kenya and in this regard, some airlines may require visas before allowing one aboard. Visa fee is US\$50. For further details, please visit the following website: [www.immigration.go.ke](http://www.immigration.go.ke).** The delegates are also recommended to check if they require a transit visa. For any additional assistance, please contact Ms. Josephine Wahinya [josephine.wahinya@un.org](mailto:josephine.wahinya@un.org).

## TRANSPORTATION

### Airport and Taxi Fares

The Jomo Kenyatta International Airport is the largest airport in Nairobi and the one for most international arrivals. The venue is situated approximately 25 km from the Airport about 8 kilometers from the city centre. It is a good idea to confirm fares for taxis before the commencement of a trip. Participants are advised to make necessary arrangements for drop off service to the Jomo Kenyatta International Airport with the hotels where they stay. Note that international travel requires travelers to be at the airport at least three hours before departure, ensure you keep time.

**Kenatco Taxis Ltd:** +254-721830061/+254-020-316640.

**Networked taxis: Uber, Taxify. Little cabs (download taxi app.)**

**Krystal PR & Events:** Mobile: 0720-638440 OR 0734-812110; Email: [admin@krystalconferences.com](mailto:admin@krystalconferences.com)

## ACCOMMODATION

Participants will be responsible for making their own hotel bookings, contacting directly the hotel of choice.

Participants are also responsible for the payment of their reservations and/or for the settlement of eventual cancellation/no show fee, as applicable, according to the hotels policies.

A comprehensive list of hotels\* (with rates) is included below:

HOTELS ON B/B	CONTACT
<b>Villa Ros Kempinski</b> <i>Superior Single –US\$ 256</i> <i>Superior Double –US\$ 286</i>	Tel: 254 20 2308819 / 703 049000 Email: <a href="mailto:reservations.nairobi@kempinski.com">reservations.nairobi@kempinski.com</a> <a href="http://www.kempinski.com/nairobi">www.kempinski.com/nairobi</a>
<b>TRIBE –The Village Market Hotel</b> <i>Superior Single –US\$ 230</i> <i>Deluxe Double –US\$ 255</i>	Email: <a href="mailto:tsm@tribehotel-kenya.com">tsm@tribehotel-kenya.com</a>
<b>Trademark Hotel</b> Room rate p.p. at 159 USD	Evelyn Chomba Tel. 254-722 559 998 or 254-732 186 112 E-mail: <a href="mailto:reservations@tribehotel-kenya.com">reservations@tribehotel-kenya.com</a> <a href="http://www.tribe-hotel.com">www.tribe-hotel.com</a>
<b>Nairobi Safari Club</b> <i>Single Suite –US\$ 130</i> <i>Double Suite –US\$ 170</i> <b>Complimentary transport to and from Gigiri</b> (please check when making your reservation)	Tel: 254 20 2821000/ +254 722 209842 E-mail: <a href="mailto:reservations@nairobisafariclub.com">reservations@nairobisafariclub.com</a> <a href="http://www.nairobisafariclub.com">www.nairobisafariclub.com</a>

HOTELS ON B/B	CONTACT
<p><b>Safari Park Hotel</b></p> <p><i>Deluxe Single Room –US\$ 178</i>  <i>Superior Double Room –US\$ 240</i></p>	<p>Email: <a href="mailto:sales@safariparkhotel.co.ke">sales@safariparkhotel.co.ke</a>  <a href="http://www.safaripark-hotel.com">www.safaripark-hotel.com</a></p>
<p><b>Magna Hotels &amp; Suites</b></p> <p>Room rate p.p. 175 USD  Capacity 42 rooms</p>	<p>Wanjiku Ngaria  Tel. 254-722 848 521  E-mail: <a href="mailto:booking@magna-hotel.com">booking@magna-hotel.com</a>  <a href="http://www.magna-hotel.com">www.magna-hotel.com</a></p>
<p><b>Shanema Homes</b></p> <p>Room rate p.p. 75 USD  Capacity 25 rooms</p>	<p>Jackline Mulandi  Tel. 254-722 622 480 or 254-700 333 404  E-mail: <a href="mailto:info@shanemahomes.com">info@shanemahomes.com</a>  <a href="http://www.shanemahomes.com">www.shanemahomes.com</a></p>
<p><b>Tara Suites</b></p> <p>Room rate p.p. 100 USD  Capacity 17 rooms</p>	<p>Maureen Kioga  Tel. 254-720 248 835  E-mail: <a href="mailto:reservations@tarasuites.com">reservations@tarasuites.com</a>  <a href="http://www.tarasuites.com">www.tarasuites.com</a></p>
<p><b>West Wood Hotel</b></p> <p>Room rate p.p. 80 USD  Capacity 30 rooms</p>	<p>Jackline Wambui  Tel. 254-728 957 676  E-mail: <a href="mailto:jwambui@superiorhotelskenya.com">jwambui@superiorhotelskenya.com</a>  <a href="http://www.superiorhotelskenya.com">www.superiorhotelskenya.com</a></p>
<p><b>Pearl Palace Hotel</b></p> <p>Rooms rate p.p. 30 USD  Capacity 52 rooms</p>	<p>Jackline Wambui  Tel. 254-728 957 676  E-mail: <a href="mailto:jwambui@superiorhotelskenya.com">jwambui@superiorhotelskenya.com</a>  <a href="http://www.superiorhotelskenya.com">www.superiorhotelskenya.com</a></p>
<p><b>Delta Hotel</b></p> <p>Rooms rate p.p. 40 USD  Capacity 82 rooms</p>	<p>Jackline Wambui  Tel. 254-728 957 676  E-mail: <a href="mailto:jwambui@superiorhotelskenya.com">jwambui@superiorhotelskenya.com</a>  <a href="http://www.superiorhotelskenya.com">www.superiorhotelskenya.com</a></p>
<p><b>Jacaranda Hotel</b></p> <p>Rooms rate p.p. 140 USD  Capacity 128 rooms</p>	<p>Linda Wainaina  Tel. 254-721 321 890 or 254-711 089 000  E-mail: <a href="mailto:linda.wainaina@jacarandahotels.com">linda.wainaina@jacarandahotels.com</a>  <a href="http://www.jacarandahotels.com">www.jacarandahotels.com</a></p>
<p><b>GUEST HOUSES</b></p> <p><b>Comfort Gardens</b></p> <p>Single Room – US\$ 98  Double Room – US\$ 147</p>	<p>Tel: +254 723610280/254 2014014  Email: <a href="mailto:info@comfortgardens.com">info@comfortgardens.com</a></p>

HOTELS ON B/B	CONTACT
<b>Complimentary transport one way – morning only</b> (please check when making your reservation)	
<b>Orchid Homes</b>  Single Room – US\$ 100 Double room – US\$ 120	Tel: +254 708 985920/717 060905 Email: <a href="mailto:orchidhomeske@gmail.com">orchidhomeske@gmail.com</a> <a href="http://www.orchidhomeskenya.com">www.orchidhomeskenya.com</a>
<b>Gigiri Homestead</b>  Single Room– US\$ 120 Double Room – US\$ 135	Tel: +254 722 839232/254 703847018 * Email: <a href="mailto:info@gigirihomestead.co.ke">info@gigirihomestead.co.ke</a> <a href="http://www.gigirihomestead.com">www.gigirihomestead.com</a>

\*Reservations may be subject to rooms availability

## HEALTH REQUIREMENTS

Health Checkup- the following three hospitals are recommended for urgent treatment in Nairobi: -

1. Nairobi Hospital Tel: +254 20 2722160
2. The Aga Khan Hospital Tel: +254 20 3740000
3. The M.P. Shah Hospital Tel: +254 20 3742763

**UN Clinic within the complex operating office hours.** With respect to health requirements and precautions to be taken by participants travelling to Kenya, all participants are recommended to consult and seek medical advice from their physicians/doctors and take medical precautions as advised.

Malaria and dengue fever occur in Kenya and immunization of the same is advised. Yellow fever vaccination is required for travelers arriving from countries with the risk of the disease transmission. Participants are required to contact either the Kenyan diplomatic mission in their countries or to consult a doctor before departing to ensure having gotten the proper vaccinations and immunizations.

**You are additionally strongly advised to obtain an international travel and medical insurance to cover the cost of any medical treatment and repatriation during the period of your travel.**

Drink or use **only** boiled or bottled water.

## GENERAL INFORMATION DURING YOUR STAY IN NAIROBI

### Local Laws and Customs

Smoking in all public places (except designated areas) is prohibited throughout Kenya and attracts a fine of up to Kshs. 3M or an equivalent imprisonment. The use and trafficking of illegal class drugs in

Kenya carries heavy fines and jail sentences. You must get permission to carry any kind of firearm before you enter the country. Taking photographs of official buildings including embassies may lead to detention. Please note too that plastic carrier bags and flat bags are banned in Kenya and this ban covers importation, manufacture, retail and use of the said bags.

### **Safety and Security**

Like in any other growing cities in developing countries, it is prudent to be vigilant at all times. In this regard, walking around with large amounts of money is discouraged. It is also advised not to leave valuable personal effects (laptops, iPads, phones, cameras, etc.) unattended. Venturing to downtown parts of the city and its suburbs is also not advisable. Additionally, seeking assistance from strangers is discouraged. Assistance can be sought from uniformed police officers or from tourist information centers.

### **Money**

The unit of currency is the Kenyan Shilling (Kshs), which is made up of 100 cents. Notes are in denominations of Kshs. 1,000, 500, 200, 100 and 50; there are also coins in denominations of Kshs 40, 20, 10, 5 and 1 shilling in circulation. The US Dollar and the British pound and the Euro are the easiest currencies to change throughout the country. The Central Bank exchange rates are approximately as follows as at 25<sup>th</sup> Jan 2018:

US DOLLAR 102.5556

STG POUND 143.6206

EURO 125.9764

Other currencies (Swedish and Danish Kroners, SA Rand, French Francs, Japanese Yen, East African currencies etc.) can also be exchanged easily. The best places to change money are foreign exchange or “Forex Bureaus”, which are found in many popular areas and usually don’t charge commission. Automated Teller Machines (ATMs) are widely available in Nairobi and the main towns. Most banks support MasterCard, Visa, Plus and Cirrus international networks. Credit cards and travelers’ cheques are widely accepted.

### **Language**

In the multilingual nation of Kenya, **English** and **Swahili** serve as the official languages of the country.

### **Weather**

The weather in Nairobi during the month of April is usually wet and cold as this is the peak month for the long rainy season. Cool, cloudy and rainy mornings are expected while the afternoons may also experience showers. The average minimum temperature is 14°C while the average maximum temperature is 23.2°C. Warm clothing and umbrellas would be appropriate.

### Electrical appliances

The voltage from sockets is set at 220-240 AC. Most sockets are of the 3-pin square type. Adaptors can also be easily bought.

### SIM Cards

There are several mobile service providers in Kenya. SIM cards are either free or quite cheap to acquire.

### Telephone Country Code

+254

### Time Zone

GMT+3

## INTERESTING PLACES TO VISIT IN KENYA

<b>Nairobi National Park</b>	51 min (17.8 km) via Limuru Rd and Langata Rd
<b>Mombasa Island</b>	9 h 6 min (491.3 km) via Mombasa Road Scheduled Flight option
<b>Malindi</b>	9 h 54 min (574.3 km) via Mombasa Road Scheduled Flight option
<b>Mount Kenya</b>	2 h 30 min (193 km) Via A2.
<b>Samburu National Reserve</b>	6 h 1 min (333.0 km) via A2 Scheduled Flight option
<b>Hells Gate National Park</b>	2 h 28 min (116.1 km) via A 104 and Old Naivasha Road
<b>Lamu Island</b>	11 h 9 min (691.8 km) via A3 and B8 plus another 20 minutes by boat from Mokowe to Lamu County. Road trip to Lamu from Nairobi not recommended. Scheduled flight option.
<b>Tsavo West National Park</b>	4 h 43 min (281.1 km) via Mombasa Road Scheduled flight option
<b>Tsavo East National Park</b>	6 h 41 min (379.4 km) via Mombasa Road
<b>Lake Nakuru</b>	3 h 18 min (162.9 km) via A 104
<b>Lake Naivasha</b>	2 h (94.3 km) via A 104 and Old Naivasha Road

<b>Amboseli National park</b>	4 h 3 min (218.2 km) via Mombasa Road Scheduled Flight Option
<b>Masai Mara National Reserve</b>	6 h 6 min (281.2 km) via B3 and C12 Scheduled Flight Option

**If you are planning for a short excursion, we recommend contacting the following companies:**

**BCD Travel UN Branch**

UN Complex Gigiri  
P O Box 10141, 00100  
Nairobi Kenya  
Tel: +254 (20) 7621408  
Email: [bcdleisure@bcdtravel.co.ke](mailto:bcdleisure@bcdtravel.co.ke)  
Website: [www.bcdtravel.co.ke](http://www.bcdtravel.co.ke)

**Krystal PR & Events**

Heart Beat House  
Theta Road off Lenana Road  
Nairobi, Kenya  
Mobile: 0720-638440 OR 0734-812110  
Email: [admin@krystalconferences.com](mailto:admin@krystalconferences.com)  
Website: [www.krystalconferences.com](http://www.krystalconferences.com)

**CONTACTS IN CASE OF EMERGENCY**

- **Nairobi Area Police Hotline**  
020-272420/0721233999
- **Tourism helpline (020-604767)**  
[touristpolice@tourism.go.ke](mailto:touristpolice@tourism.go.ke)
- **The Nairobi Hospital Warwick Centre UN Ave Gigiri: +254703072000/254207222000**
- **Aga Khan University Hospital**  
+254 (0) 20 366 2025
- **Red Cross Hotline**  
+254 (0) 700 395 39
- **David Ongare – Coordinator; Local Organizing Committee** Tel: 0722849420
- **Anne N. Omambia – DNA Desk Officer, Kenya**  
Tel: +254-710240709



We look forward to welcoming you in the Republic of Kenya (KARIBU KENYA)