



ISTR Africa

International Society for Third Sector Research

LOGISTICS NOTE

4th ISTR Africa Regional Conference
“Faith, Civil Society and Development in Africa.”

KIVI Milimani Hotel
Nairobi, KENYA

11th to 13th July 2013

Welcome Pack and Guidelines



Dear Participants,

We look forward to welcoming you to Nairobi, Kenya.

We hope that your stay here will be fruitful and pleasant.

To help ensure that you have an enjoyable and memorable time, here are some useful tips:

GENERAL INFORMATION

- Kenya's national language is Kiswahili although English is the official language and is widely spoken.
- Kenya's electricity is 220 volts, 60Hz. Electrical outlets take 3 flat plug prongs. If you're bringing an electrical appliance, check before you leave to see if you need an adaptor or converter.
- All goods and services are priced in Kenyan Shillings, (including transportation).
- Foreign Exchange: Should only be made at authorized Forex bureaux as there are severe penalties for black market money exchanging.
- Time zone is GMT +3
- Health: Malaria, Typhoid, Cholera: Low risk present. Tap water is sometimes untreated and is therefore not always safe to drink. You can purchase bottled water widely in Kenya.

ENTRY REQUIREMENTS

All visitors to Kenya must hold valid passports. A passport and visa are required. Visas may be obtained in advance or upon arrival at the airport. UN Laissez-Passer holders are exempt from visa requirements. Travellers who opt to obtain a visa upon arrival need to carry USD 50 (fifty dollars) for the visa fee.

Evidence of yellow fever immunization is required and may be requested.

HEALTH REQUIREMENTS

Visitors should take malaria prophylaxis (especially visitors from non-malaria infected areas). Please contact your doctor for recommended anti-malarial regime. For the latest update on recommended malaria prophylaxis and vaccinations, please contact your local doctor/clinic or travel bureau.

TRAVEL AND ACCOMMODATION ARRANGEMENTS

Please note that ISTR will be providing travel sponsorship for *only a limited number of participants*, who have already been notified. For these participants, travel will be arranged by ISTR.

All participants are expected to make their own accommodation arrangements directly with Kivi Milimani Hotel.

Contact Person is Carole Emali marketing@kivimilimanihotel.com and also reservations@kivimilimanihotel.com Please contact them to guarantee your booking if you have not done so.

ARRIVAL / DEPARTURE IN NAIROBI

All International flights will land at the Jomo Kenyatta International Airport (JKIA). Airport transfers have been arranged for you upon arrival with **Virgin Tours Company Limited**. You will be required to pay for the taxi directly upon drop off at the hotel.

They will charge **KSH. 1,500** for a small vehicle and a **KSH. 2,000** for a Minivan that can carry up to 7 Passengers. Given that some of you will arrive at the same time, you will share a cab/Minivan and cost share the charges; the charges are per vehicle load and NOT per person. Those who will arrive almost at the same time with a difference of say less than 30 minutes will be picked up at the same time, please be patient when you have to wait for others to arrive. As identification, the driver will be paging your names at the arrivals hall.

Their contact Numbers are **+254 20 2734225/8** or **+254 720 263 535**

LOCATION

Nairobi is the commercial, cultural and recreational hub of East Africa. It lies at an altitude of about 1670 meters above sea level - 140 km south of the equator, 3 hours ahead of GMT. From Nairobi, one can make safari and field trips to famous historical sites, game parks, renowned mountains and rivers within East, Central and Southern Africa region. The Jomo Kenyatta International Airport, Nairobi is well served with flight connections to all corners of the world.

WEATHER/CLIMATE

The weather in the month of July is cold (temperature ranges: 11-23 degrees Celsius; 51-73); it is advisable to carry warm clothing during this season.

CURRENCY / TIPPING

The official currency is the Kenya Shilling.

The written abbreviation is either KSh or using /= after the amount (ie 500/=)

Available Notes are 50, 100, 200, 500 and 1000 shillings.

Available coins are 5, 10, 20, and 40 shillings.

Visitors to Kenya should change foreign currency at banks, bureaux de change or authorized hotels. The easiest currencies to exchange are US Dollars, Pounds sterling and EUROS.

Travellers Cheques are widely accepted, and many hotels, travel agencies, safari companies and restaurants accept Credit Cards. Most Banks in Kenya are equipped to advance cash on credit cards.

Before departure, travellers are advised to convert any excess Kenya shillings into foreign currency at a bank or bureau de change.

Tipping

Most major hotels and restaurants include a service charge. Tipping is not mandatory in Kenya. Guides, drivers, waiters and hotel staff can be tipped at your discretion.

COMMUNICATION

The city is served with an effective landline telephone system as well as mobile connectivity. Once in the country, to dial a landline within the city using your mobile start with the city code 020 then the number. If using a landline to call another landline, simply dial your number without using the area code. When dialling a mobile to mobile, the city code 020 is not necessary just dial the mobile number.

You can purchase a local sim card for your mobile phone in any of the mobile dealers in town for between Ksh 100 and 300, depending on the provider (Airtel /Safaricom) and the location of shop you get into.

There are also telephone service providers situated at the airports arrival lounge, they are reliable and will charge you for the time taken for each call. Enquire how much the charges are per minute before making any call.

Important / Useful Telephone numbers

Richard Wamai (Host organizer)	Mobile +254 711 877 697
Wilkister Oluoch (Organizer)	Mobile + 254 722 458 276 or +254 702 122 100
Jacob Mati (Organizer)	Mobile: +254 710 572 838
Carole Imali (Kivi Hotel)	Mobile: +254 721 264 444

Caution/Security Tips

Kenya is no different from any other developing country with its share of crime. Visitors are urged to be careful with their possessions, especially in Nairobi. It is advisable to always ask for guidance when going around Nairobi at night. Always ask for advice and do not go out late on your own.

We wish you a Safe Journey