This note provides important logistical information regarding your participation in the 11th meeting of the Environment and Emergencies Forum (EEF) forum to be held in Nairobi from 26-28 September 2017. Kindly note the following:

**Online Registration:**

Pre-registration to EEF site:

http://www.eecentre.org/eef/

After filling the pre-registration form, you will receive an automated email confirming its submission. As the seats are limited, we will review and confirm your registration separately. If your pre-registration has been accepted, you will receive an official invitation from the organizers.

**Venue:**

The meeting will take place at United Nations Office in Nairobi; the main conference room will be 4 and conference rooms, 9, 10,11,13,14 for breakout sessions.
Badges and Registration:

Participants can collect their security identification badges with a national passport or national ID card at the Pass and Identification Unit at the visitor’s pavilion.

The office is open on working days, from 8 a.m. to 5 p.m. Please allow at least 30 minutes to pick-up your badge. For full map of the UNON Complex please refer to the following link:

https://intranet.unon.org/sites/map/

Meeting:

The meeting will be held from Tuesday 26 September to Thursday 28 September 2017. For more details on the meeting programme, please refer to the provisional agenda available on the Forum’s website (www.eecentre.org/eef/provisional-agenda/).

Access to the Complex:

Access to the UN Gigiri Complex is via UN Avenue. Pedestrian access is through the Pavilion north of the main vehicle access. All participants need to be registered prior to the meeting to be allowed access. Registered participants will be screened and are advised not to bring weapons, ammunition, inflammable items or sharp objects. The participants will be issued with conference photo badges and are advised to wear the badge at all times during their visit to the complex. The main vehicle access gate is located opposite the US Embassy. Only vehicles with an official UN Decal will be allowed into the complex and are subject to screening.

Taxis:

Many hotels provide courtesy shuttle services to/from airport and in some cases from the hotel to the UN compound. Recommended taxi companies are listed below.

- Hilltop +254 (20) 272 3218
- Jatco +254 (20) 444 8162/444 6096
- Jimcab +254 (20) 712 2565/712 0344
- Kenatco +254 (20) 230771/2 or 3166117

Visas:

It is the participant’s own responsibility to obtain a visa for Kenya. The information provided herein acts only as guidance. A valid passport, not expiring for at least six months from date of arrival is required for entry into Kenya. A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission in your country of residence. In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas. Please note that visas are not required by citizens of Bahamas, Barbados, Belize, Botswana, Brunei Darussalam, Burundi, Cyprus, Dominica, Fiji, Gambia, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia (for less than 30 days stay), Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, San Marino, Seychelles, Sierra Leone, Singapore, South Africa (for less than 30 days stay), Solomon Islands, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Trinidad, Tonga, Tuvalu, Uganda, United Republic of Tanzania, Vanuatu, Zambia or Zimbabwe. Visas can also be obtained upon arrival at Jomo Kenyatta International Airport in Nairobi. The fee is USD 50.
Nationals of the following countries require special advance visa clearance by the Kenyan authorities (as of Jan 2015): Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic People's Republic of Korea (Formerly N. Korea), Eritrea, Iraq, Kosovo, Lebanon, Libya, Mali, Palestine, Senegal, Somalia, Syria, Tajikistan and Stateless Persons. For more information regarding visas please visit the Kenya Immigration website or contact the UNON Travel and Visa Unit: +254 (20) 762 3580.

For more information, please visit:

http://www.immigration.go.ke/Information.htm

**Hotels and Accommodation in and around Nairobi:**

Participants are responsible to arrange their own hotel bookings for their stay in Nairobi and should contact the hotels directly. Early booking of accommodation is advised. List of UNON approved hotels in and around Nairobi can be found at:

https://dcs.unon.org/sites/default/files/Hotel%20List%202017.pdf

**Language:**

The official language during the meeting will be English.

**Currency:**

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are: 1 US Dollar = KES 100 EUR = KES 112.62. Foreign currency can be changed at JKIA, banks, foreign currency Exchange Bureaus or hotels. Banks in major centers are open from 08:30 to 15:00hrs Monday to Friday and from 08:00 to 12:00hrs on Saturdays. The following currency exchange places are available near or at the UN compound in Nairobi.

KCB bank can be found on the ground floor (lower concourse) in the UN complex, next to the Delegates Lounge. Standard Chartered bank located on the ground floor (lower concourse) in the UN complex, next to the Delegates Lounge.

**Climate:**

The average temperature in Nairobi in September is very mild at 17 °C (62.6 °F). Afternoons can be fairly hot with average high temperatures reaching 24 °C (75.2 °F). Overnight temperatures are generally quite mild with an average low of 10 °C (50 °F). The weather in September is somewhat parched with seldom any rain. A paltry 26mm (1in) of liquid tumbles during an average of 4 days.

Read more:

http://www.nairobi.climatemps.com/september.php

**Electricity:**

240 Volts. Kindly note that Kenya uses the 13A 3 pin wall switch socket outlet.
Meals:

Coffee breaks will be provided on all days of the meeting. On Tuesday 26 September, an official welcome cocktail will be organized in the evening. On Wednesday 27 September, an optional dinner will be organized and all participants are welcome to attend (self-pay, approximate cost: 30 dollars).

Internet:

Free Wi-Fi facility is available in the UN compound and meeting rooms. Select the Wireless Network connection named ‘VISITORS’ or ‘DELEGATES’.

Health:

A yellow fever vaccination certificate is mandatory for travelers coming from countries where yellow fever may occur. Immunization against yellow fever is recommended for travelers from other countries. The International travel, health and vaccination requirements for travel to Kenya can be obtained from the Centers for Disease Control and Preventions web site at the following link:


Contacts:

If you have any questions, please do not hesitate to contact:

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