



17 November 2009

**CAADP AFRICA FORUM 2009
Kenya
PARTICIPANTS INFORMATION LETTER**

Dear Participants,

Thank you for registering for the CAADP Africa Forum and we look forward to welcoming you in Nairobi. The following information may be of interest to you:

Preparation of your journey

Dates: The conference will take place from Monday 30th November to Friday 4th December 2009..

Vaccination: A vaccination against yellow fever is compulsory for visitors from most African countries. Proof of this vaccination has to be presented upon arrival at the airport.
There is hardly any risk of malaria at Nairobi. Malaria medication is, of course, available at all pharmacies, which can be found very close to the venue.

Visa: For participants with a Kenyan Embassy in their home countries, it is advisable to apply for a visa before departure and enquire about the visa requirements in order to avoid long procedures at the airport. In case you have been unable to get a visa, this can also be obtained upon arrival at the airport. Visa fees are USD 50.00 **payable in cash dollars only**. If travelling on a service passport (Dienstpass) you will not be required to pay any visa fees. In case you are asked to give an address in Nairobi, please give that of the GTZ/PSDA, P.O. Box 41607, 00100 Nairobi. Participants from Cameroon, Nigeria and Mali can send their documents to the Secretariat and we can pay thee US\$ 10 visa fee then participants can refund this amount on arrival.

For citizens of most African Countries it is highly recommended to obtain the visa prior to travel. Our information-sheet '*Important Visa Information*' will give you further information on visa procedures.

Location of Conference Venue: The conference will take place at Laico Regency Hotel, Nairobi. More information is available from the hotel website:
www.laicoregency.com

Transfer to hotel: Please inform us as soon as possible about your flight details so that we can make arrangements for transfer to the hotel. Please note that the deadline for flight details will be Tuesday 24th November. If you are not able to forward your flight details by this date, you may have to organise for your own transport on arrival at the airport. At the International Arrivals area, you need to look out for a driver with a signboard marked "CAADP AFRICA FORUM" who will then take you to the hotel.

If due to circumstances beyond our control the pick up service is not available, please take a taxi. The fare should be approx. 1,500 Kenyan Shillings (20 USD). However, in case of any problem you can call Irene of Bupo Safaris from the Airport Information desk and she will alert one of the two standby drivers permanently stationed at the airport. Her number is 0734-250524

Hotel facilities: You have been booked at Laico Regency Hotel", which is about 14 kilometres from the airport in the City Centre. Accommodation is approx. 150 USD without VAT for a standard single room. The hotel offers a limited number of suites (with separate sleeping- and living-rooms, equipped with a kitchen). Should you be interested in a suite, then please contact us so that we can negotiate this possibility for you. Breakfast is included. Lunch is part of the conference package throughout the five days of the conference. A packed lunch will be provided by the hotel during the field trips on Wednesday 2nd December 2009.

The hotel offers a range of leisure facilities like a bar, Internet and telephone facilities, which you will have to pay directly. Use of Gym and swimming pool, however, is free.

Field trips

Registration: Please make sure that you register for the field trips (see attached information sheet) not later than Tuesday 1st December 2009. The sign-up sheets will be posted on boards in the main conference room so participants can make their selections.

General information

Climate: It is normally hot and dry in Nairobi in December. However meteorologists have predicted the onset of El Niño rains about this time of the year. Therefore it might be useful to carry a raincoat with you. It is normally cooler in the evenings all year round so you might also need to carry a sweater or two.

Money/credit cards: There is a multitude of banks and Forex Bureaus (Bureau de Change) in the vicinity of the hotel. The hotel and many shops accept major credit cards like MasterCard and Visa card; American Express card, however, is not as widely accepted as the others. There are also several Forex Bureaus and banks situated within the airport where you can change money on arrival or utilize ATM facilities respectively.

Invoicing

GTZ-Projects: It is advisable that GTZ Office Nairobi pays the bill for accommodation, breakfast and conference package, as we are tax exempted and do not need to pay VAT of 16%. In this case we would bill your project. However, this arrangement can only be used for hotel costs and not for any other expenses incurred. In case you wish to pay directly, VAT would have to be added to your bill.

Other participants: You can either pay directly to the hotel or, if you'd like to avoid VAT, pay cash to the GTZ Office Nairobi, which would settle your bill.

Conference Registration fees: The fee of Euro 300 will be paid cash by participants in the secretariat during the conference. In case of GTZ projects, GTZ office will be your project directly.

Internet Facilities: It is recommended that each participant come with their own laptop. For those who are unable to do so, we will have an area where we will set up 4 computers for use of conference participants. Here you can check your mail and edit your presentations.

There will also be a printer where you can print necessary documents. In addition, the hotel has an Internet card which you can inquire about and purchase from the hotel reception.

Website: For more information you can check on the Africa Forum Website
www.africaforum.info

Contacts

Hotel: Laico Regency Hotel, Loita Street/Uhuru Highway, Tel. +254 20 2887000
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We hope this helps you prepare optimally for your stay in Kenya and we look forward to welcoming you soon!

Best regards

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GTZ Sector Network Rural Development