



A decade of advancing inclusive agricultural research!

Hosted by the World Agroforestry Centre  
United Nations Avenue, Gigiri  
P.O. Box 30677-00100  
Nairobi, Kenya

## PARTICIPANTS HANDBOOK

### INTRODUCTION

The information contained in this document is for the benefit of participants planning to attend the AWARD@10 celebrations.

### Date of Event

Thursday, November 29, 2018.

### Venue of Event

Trademark Hotel, Limuru road, Village Market, Nairobi, Kenya.

### Time, Program and Registration

The event will start at 9.00am. The Program is available from the Conference website. Attendance is by invitation and participants wishing to attend the event are required to register via this link <https://awardfellowships.org/AWARD@10/> by November 15.

### Exhibitions

Partners wishing to exhibit are requested to get in touch with Dorine Odongo at [D.A.Odongo@cgjar.org](mailto:D.A.Odongo@cgjar.org) soonest as space is limited. Exhibitors bringing materials from outside the country are required to inform us well in advance to facilitate customs clearance. You can check customs requirements at the Kenya Revenue Authority website ([www.kra.go.ke](http://www.kra.go.ke)) to establish whether your products may require prior approval/authorization.

### ACCOMMODATION

A negotiated rate of US\$126 bed & breakfast has been obtained at Trademark Hotel. A list of other alternative hotels and guesthouses around Village Market is available from this [Conference website](#). However, we make no guarantee, either expressed or implied, on the accuracy of the hotel information given or the availability of rooms at the rates listed.

Participants sponsored by AWARD will automatically be booked accommodation at the Trademark Hotel. For other participants, kindly let AWARD know if you need our help to secure your reservation.

### Contacts at Trademark Hotel:

Cecilia Adhola

Assistant Head of Sales

Email: [reservations@tribehotel-kenya.com](mailto:reservations@tribehotel-kenya.com); [hos@tribehotelsgroup.com](mailto:hos@tribehotelsgroup.com);

Tel: + 254(20)7200108/(0)732186108/(0)732 186 113

[www.tribe-hotel.com](http://www.tribe-hotel.com)

### Visa

Visa to enter Kenya can be obtained through either of the following procedures:

**E-Visa online procedure:** You can opt to complete your visa application online and pay visa fees (US\$51) on the website [www.ecitizen.go.ke](http://www.ecitizen.go.ke).



**Visa on arrival:** You may opt to apply for your visa on arrival in Nairobi at the Jomo Kenyatta International Airport (JKIA).

Support documents you need to process your visa:

- Letter of invitation
- Passport with validity of minimum 6 months and more than 2 blank pages for immigration stamps
- Yellow Fever Certificate
- US\$50
- Return air ticket

For more information on Kenya visa visit: [www.immigration.go.ke](http://www.immigration.go.ke)

### Vaccinations

Yellow Fever vaccination certificate is mandatory in Kenya if coming from risk prone countries. Travellers should be vaccinated at least ten (10) days before travel. For more information visit the Ministry of Health website at [www.health.go.ke](http://www.health.go.ke). If you are on any medication, please remember to bring enough dosage. Its always advisable to carry a few painkillers for any immediate pain relief.

### Travel Insurance

Participants arriving from outside the country are advised to get a travel insurance cover.

### Transport from Jomo Kenyatta International Airport (JKIA) to Hotel

Upon arrival at the airport, you are advised to take a branded taxi to the hotel. Should you need help you may call Obadiah Wambua, AWARD Administrator, at (+254)(0) 729 708 826. The cost from JKIA to hotel will cost US\$30.00 (one way).

The drive from the airport to Trademark Hotel could take approximately 45 minutes to 1 hour depending on the traffic.

### Taxi Services

Reliable taxis are readily available, including through taxi hailing Apps. You can access taxis via mobile applications including Uber, Little Cab, Mondo Ride and Taxify.

### Travel Advice

Always plan to be at the airport at least three hours before an international flight to:

You can check in online 24 hours before your flight, which will allow you to select your preferred seat and fill out your frequent flyer details. This information is available on the airline's website.

Allowable luggage weight is indicated on your ticket – which is about 30kgs and 7kgs for hand luggage. Airlines are particular about the substances/objects you can take on board, especially in your hand luggage. Don't carry luggage for strangers and never leave your luggage unattended. Make sure your luggage is clearly tagged with your name and contacts.



If you are transiting through airports, be sure to check your luggage and yourself all the way through to your destination. Always carry some cash and a change of clothing in your hand-luggage for any eventualities or delays.

### Time zone

Kenya is within the East Africa Standard Time Zone (GMT +3).

### Foreign Exchange

Foreign Exchange (Forex) Bureaus are readily available within Village Market. The Kenya shilling is exchanging at around 100kshs=1US\$.

### Language

The official language is English. Kiswahili is spoken widely. Common Kiswahili words are 'jambo' (hallo), 'habari yako' (how are you), asante (thank you). There are also several other local dialects are also spoken.

### Electrical Power

The electricity is 240 volts, 50 Hz. Appliances manufactured for 110 volts may be used with a transformer, but this is not advisable. Please be sure and bring the British three-pin Type G-type plug adaptors for your computer and appliances, if required. You can bring a universal adaptor. This is the common type of plug available.



### Security in Nairobi

As in any city in the world, visitors to Nairobi should be careful with their handbags and other personal belongings. Common rules to guard you from being a victim include:

- **Keep doors and windows locked and valuables out of sight when in a vehicle. Snatching items from vehicles is rampant.**
- Keep your valuables, even in your hotel room, safe and away from any attraction.
- Do not walk at night, even for a short distance. Always take a branded taxi.
- Do not walk alone.
- Keep to the main streets, avoiding shortcuts and alleys.
- Avoid carrying large sums of money and do not wear expensive jewelry.
- Do not accept food from strangers. Visitors have been known to be drugged and then robbed.
- Laptops and expensive mobile phones are attractive to thieves.
- Check with hotel security if you are planning to go out of the hotel.



### Essential AWARD contacts

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Obadiah Wambua	Operations and Administration Officer	(+254)20 722 4417 Office (+254)(0)734 568 696 Mobile	<a href="mailto:o.wambua@cgiar.org">o.wambua@cgiar.org</a>

## GENERAL INFORMATION ON KENYA

### Climate

Kenya enjoys a tropical climate. November is the peak month of the short rains season; therefore, the weather is generally expected to be rainy. The average temperatures in Nairobi during this month range between highs of 24 degrees Celsius and lows of 15 degrees Celsius.

### Telephone Services

Mobile telephone services are quite efficient in Kenya. Some of the main mobile telephone service providers are: Safaricom, AirTel, Telkom and Equitel mobile. Mobile telephone service providers also provide gateway to internet using 3G and 4G. Mobile phone SIM cards are easily available at the cost of approximately US\$10. Delegates should note that registration is required for activation.

### Banking Services

Nairobi is the financial capital of the East and Central Africa region. International banks include Barclays Bank, Standard Chartered Bank, Citibank and Bank of Africa. Banking hours are from 09:00 to 16:00 on weekdays and from 09:00 to 12:00 on Saturdays. Most banks have Automated Teller Machines (ATMs) that accept various international debit and credit cards. Foreign Exchange Bureaus are readily available within the Village Market.

### Restaurants and other Hotel Services

African, Western and Oriental cuisine are all available in many Nairobi restaurants. When dining in Kenya, leaving a tip is voluntary but considered courteous. The same applies to

tipping hotel porters. Nairobi has a growing social scene with a wide range of clubs, pubs and sports bars catering to all clientele.

### Business and Shopping Hours

Most businesses generally open from 08:00hrs to 17:00hrs. However, some shopping malls operate until late in the night. There are several shops and supermarkets in and around the Village Market.

### Tourism

Kenya is a popular tourism destination throughout the year. Tourist attractions range from the white sandy beaches at the coast to scenic landscapes, wild life, memorable mountain expeditions and the majestic beauty of a wide variety of flora and fauna. Nairobi is also the only city in the world that boasts of a National Park within its proximity. For more information, participants may visit <http://www.magicalkenya.com/>.

### Shopping

Nairobi is a wonderful place to shop. Your shopping experience can bring you to cozy little markets with family-owned stores selling everything under the sun. It could also take you to many of the large air-conditioned shopping malls with brand-name stores. Here are some of the shopping malls in Nairobi:

- Village Market – Limuru road  
<http://www.villagemarket-kenya.com/> :  
(same venue of the Conference)



- Two Rivers Mall – Limuru Road
- Yaya Centre – Kilimani
- Galleria Mall – Karen-Langata Road
- Westgate Shopping Mall
- The Junction
- Garden City – Thika Road
- Sarit Centre – Westlands
- Maasai Market

- End -