

# 5<sup>TH</sup> INTERNATIONAL CONGRESS ON PLANTED FORESTS

**Planted forests, an essential nature-based solution to meet growing needs in wood products, restore forest ecosystems, and mitigate climate change**

7-10 November 2023 | Nairobi, Kenya

## **TRAVEL INFORMATION PACKAGE**

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## This document

This document provides you with the most relevant information to facilitate your travel and stay in Nairobi, Kenya during the above-mentioned event. You are requested to treat this as supplementary and refer to other official sources, where necessary.

### 1. Vaccination requirements

#### 1.1 COVID-19 Entry and Quarantine Regulations in Kenya.

Please read the notice issued with effect from 9<sup>th</sup> May 2023: [click here](#)

#### 1. 2. Yellow fever

- **Vaccination against yellow fever is required** if traveling from a country with risk of YF virus transmission and  $\geq 1$  year of age. Please check form the [Risk Situation](#) of the country you are traveling from.
- **Vaccination is Recommended** for all travelers  $\geq 9$  months of age, except as mentioned below.
- **Generally not recommended** for travelers whose itinerary is limited to the following areas: the entire North Eastern Province; the states of Kilifi, Kwale, Lamu, Malindi, and Tanariver in the Coast Province; and the cities of Mombasa and Nairobi (see [Map 2-16](#)).

## 2. E-Visas

As a foreigner, you need to acquire an e-visa to enter Kenya, except you belong to the category of nationals and Persons do not require visas to enter Kenya per the eligibility list following the link below. Please refer to list to see if you qualify for visa or are excepted from visa.

Eligibility list: <https://evisa.go.ke/eligibility.html>

**The e-visa application** requires the submission of personal data such as names of your parents and spouse, your recent travel history, etc. Learn more about the e-visa from the link below.

Apply for e-visa: <https://evisa.go.ke/about-evisa.html>

Once ready, please proceed to <https://evisa.go.ke/evisa.html> to set up an account or [www.ecitizen.go.ke](http://www.ecitizen.go.ke) and apply for your visa. You will need to follow:

- Scan of your passport (jpeg format)
  - Current passport size photo on a white background on JPEG format
  - On the visa portal select **visa type as tourism** & attach your return ticket & hotel booking
  - Names/Addresses to be visited in Kenya:
    - o ICRAF–United Nation Avenue, Gigiri (refer to the full address below)
    - o Name of hotel
  - Contact in Kenya: Please use the contact person provided under Event and Programme (*see below*)
  - Payment: You will require a visa, mastercard or credit card to make the payment of USD-50 for the visa and a small processing fee.
- If needed, we can provide a certificate of registration, please contact [secretariat@iefc.net](mailto:secretariat@iefc.net).

It should take you about 15 minutes to complete the e-visa application and your visa should be issued within 48 hours. Please note that you will not get an email informing you that your visa has been approved – so keep your log in credentials and check after 2-3 working days, log back into the system to download and print your e-visa. If you experience any challenges in the application process, please contact our team (*see below*).

### 3. Travel

#### 3.1. Arrangement and insurance

Please consult your organization or the responsible unit organizing your travel to ensure you have a valid insurance covering your travel to Kenya.

#### 3.2 Loss/delay of baggage

In case of any baggage loss or delay, please complete the required formalities at the airport and upon arrival at the hotel, hand over the documentation to any of the contact person provided. You will be assisted accordingly.

You are advised to travel smart by ensuring that you have a change of clothing in your hand luggage which will be useful should you lose or experience delays in obtaining your luggage. Additionally, at the point of boarding your connecting flight, kindly request the respective airline staff to confirm that your luggage, as indicated in the boarding pass, is indeed loaded onto the aircraft.

### 4. Accommodation arrangement

We recommend the following accommodations:

Hotel/Contact	Distance from meeting venue	Website
<b>Trademark Hotel</b> , Village Market, Limuru Rd, Nairobi, Kenya +254 20 7250000	2 km	<a href="https://www.trademark-hotel.com/">https://www.trademark-hotel.com/</a>
<b>Magna Suites</b> , United Nations Cres, Nairobi, Kenya, +254 20 5138000	2 km	<a href="https://www.magna-hotel.com/">https://www.magna-hotel.com/</a>
<b>Comfort Gardens</b> , Township, United Nations Cres, Nairobi, Kenya, +254 723 610280	2 km	<a href="https://www.comfortgardens.com/comfortgardens-nairobi/home">https://www.comfortgardens.com/comfortgardens-nairobi/home</a>
<b>Holiday Inn Two Rivers</b> , Two Rivers Mall, Off Limuru Rd, Nairobi, Kenya, +254 709 264000	8 km	<a href="https://www.holidayinn.com/hotels/gb/en/nairobi/">https://www.holidayinn.com/hotels/gb/en/nairobi/</a>
<b>Best Western Plus Westlands</b> , Karuna Road Behind Sarit Centre Westlands, Kenya, +254 746 444444, <a href="mailto:smmgr@bestwesternpluswestlands.com">smmgr@bestwesternpluswestlands.com</a>	8-10 Km	<a href="https://www.bestwesternpluswestlands.com/">https://www.bestwesternpluswestlands.com/</a>
<b>Mövenpick Residences Nairobi</b> , Mkungu Close, Off Parklands Rd, Nairobi, Kenya. Tel: +254709548000 Email: <a href="mailto:hotel.nairobi@movenpick.com">hotel.nairobi@movenpick.com</a>	8-10 Km	<a href="https://movenpick.accor.com/en/africa/kenya/nairobi/hotel-residences-nairobi.html">https://movenpick.accor.com/en/africa/kenya/nairobi/hotel-residences-nairobi.html</a>
<b>Park Inn By Radisson Nairobi Westlands</b> , Waiyaki Way, Nairobi, 800, Kenya. +254 709 498000	10 km	<a href="https://www.radissonhotels.com/en-us/hotels/park-inn-nairobi-westlands?cid=a:se+b:gmb+c:emea+i:local+e:pji+d:mea+h:KENBOWEL">https://www.radissonhotels.com/en-us/hotels/park-inn-nairobi-westlands?cid=a:se+b:gmb+c:emea+i:local+e:pji+d:mea+h:KENBOWEL</a>

#### 4.1 Hotel to the meeting venue

For transportation from hotels, we recommend:

1. Hotels accredited taxis
2. Uber

#### 5. Meeting Venue and facilities

The Conference will take place at the ICRAF campus:

**World Agroforestry (ICRAF),**

**ICRAF Road, off United Nations Avenue, Gigiri, Nairobi, Kenya.**

All meeting rooms at the CIFOR-ICRAF campus have free Wi-Fi connection. ICT support will be available in case of any connection difficulty or query.

#### 6. Food and water

Please note the following:

- **Lunch and tea/coffee** will be provided during the days of the meeting.
- We will be offering **packed lunch** during the field visit.
- **Dinners and other meals** should be taken care of by attendees (except for the Gala dinner)
- **Tap water is not considered safe for drinking.** Bottled water is recommended and will be provided at ICRAF during the conference and field visit.

For the lunch and tea/coffee, kindly specify your dietary requirements [HERE](#) by September 30th. We will do our best to accommodate your requests.

#### 7. Peculiarities on site

##### 7.1. Single Use Plastic Free Campus

ICRAF Headquarters is a single use plastic (SUP) free campus – therefore please do not bring disposable water bottles or other such items with you onto ICRAF Campus. Water will be available in the meeting room.

##### 7.2 Plastic Bag Ban in Kenya

In 2017, Kenya implemented one of the world's most strict bans on plastic bags. **"It is illegal to use, import or manufacture plastic bags in Kenya since August 2017."** Please refer to the link below for more details.

[http://kenyalaw.org/kenya\\_gazette/gazette/notice/181293](http://kenyalaw.org/kenya_gazette/gazette/notice/181293)

What this practically mean for you:

- Please do not pack with plastic bags – don't put your shoes in them, don't carry your laundry in them, etc.
- If you shop at Duty Free in-transit, ask for a paper or cloth bag or pack the items in your carry on without a plastic.
- It includes transparent ziplock plastic bags that some airlines require passengers to use for keeping liquids, cosmetics, toiletries etc

##### 7.3 Health, Safety and Security

###### 7.3.1 Medication and emergencies

Basic medication will be available e.g., for headaches, stomach upsets, etc. If you are on regular medication, you are encouraged to carry sufficient supplies of the same. In case of emergencies,

please the hotel or any members of our team who can coordinate for help (e.g., arranging for ambulance service).

### 7.3.2 COVID-19 Mitigation Measures

COVID-19 mitigation measures have been implemented to keep the meeting venue as safe as possible for all meeting participants. This includes:

- Maintenance of a safe distance between participants in the meeting room.
- Ventilation of meeting rooms while meeting participants are on lunch or coffee breaks.
- Wearing masks on while in meeting rooms/closed spaces around the campus

### 7.3.3 Security guide

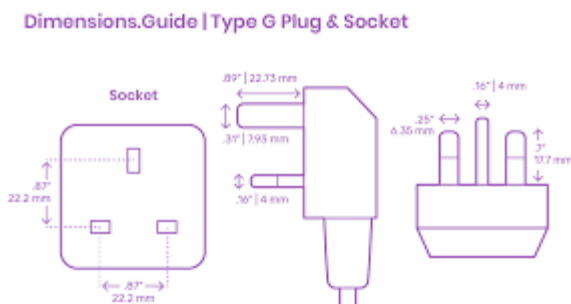
Security situation in Kenya is calm except for the eastern parts of the country bordering Somalia. Nairobi is safe and secure but occasional incidents of petty crime are reported. The Gigiri area of Nairobi, a diplomatic zone that hosts the United Nations, CIFOR-ICRAF among other diplomatic missions is classified as safe due to the high police to population ratio. Despite this, all visitors are advised to exercise personal awareness and remain alert.

## 8. Weather and clothing

The weather in Nairobi is expected to be mostly cloudy and rainy on most days, with temperatures ranging from 16°C to 25°C. Warm clothing is recommended, particularly for the evenings. Visitors should bring waterproof coats due to frequent rain and consider packing both warm and summer clothing.

## 9. Voltage & Electrical Plugs

In Kenya, the power plugs and sockets are of type G. Check out the following pictures. Type G: this type is of British origin. This socket only works with plug G.



## 10. Contacts in Nairobi and additional information

### Travel and Visa assistance:

Caren Kandie

[C.Kandie@cifor-icraf.org](mailto:C.Kandie@cifor-icraf.org)

Ms. Charity Wawira, Global Conferences and Events Outreach Manager

[C.Wawira@cifor-icraf.org](mailto:C.Wawira@cifor-icraf.org)

Ms. Azzura Lalani, Global Head of Outreach and Engagement – [A.Lalani@cifor-icraf.org](mailto:A.Lalani@cifor-icraf.org)

### General enquiries:

[ICPF2023@plantedforests.org](mailto:ICPF2023@plantedforests.org)

### Registration:

[secretariat@iefc.net](mailto:secretariat@iefc.net)

### Field Trip:

Caren Kandie

[C.Kandie@cifor-icraf.org](mailto:C.Kandie@cifor-icraf.org)

For more information, please refer to the web page of the event:  
<https://www.plantedforests.org/icpf-2023/>

We look forward to welcoming you to Kenya!