



**SASHA SGA Progress Review Meeting: 10th Consultation,
12-15 November 2018, Pride Inn Hotel, Raphta Rd. Nairobi, Kenya
Main SGA review meeting: 13-14th November 2018**

Please check your personal invitation and ticket for your specific arrival and departure day. There are staggered arrivals and departures to allow individual reviews of business plans and final narrative technical report on either 12th November or 15th November

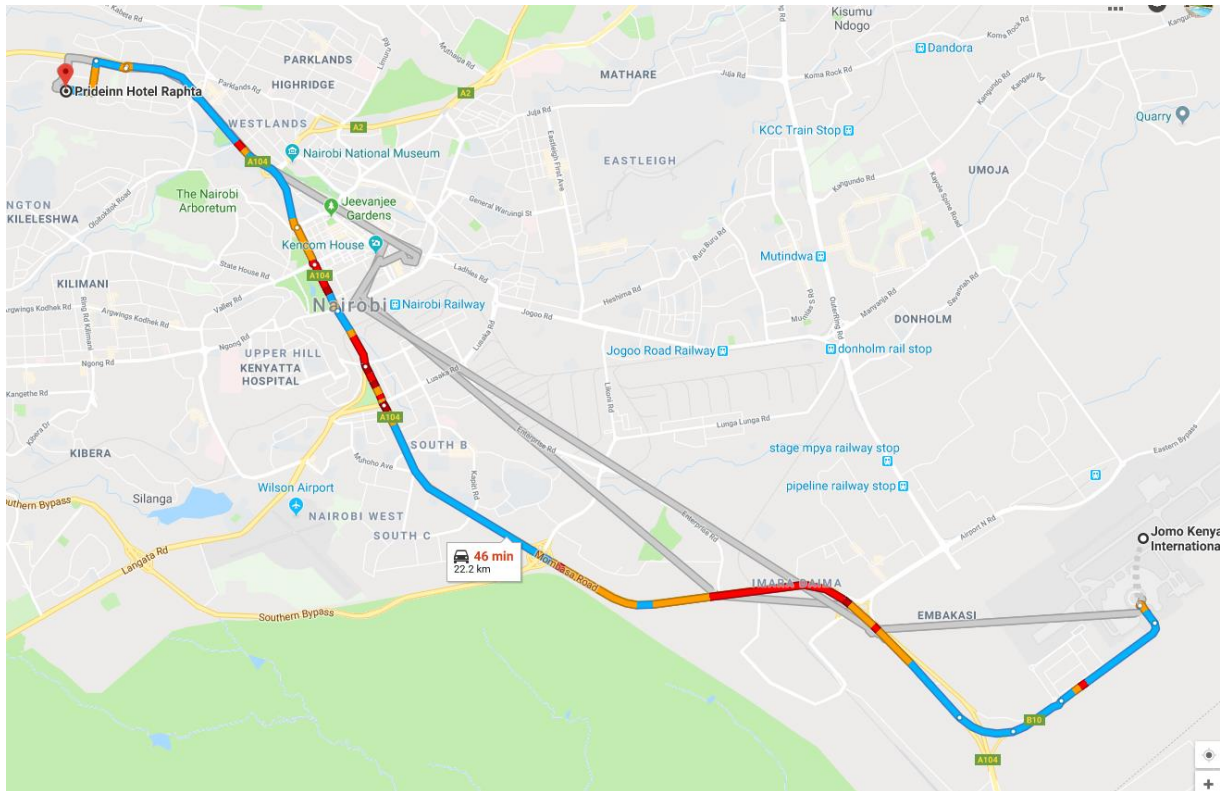
IMPORTANT TRAVEL INFORMATION

Please print and carry with you!

Arrival in Nairobi

Airport transfers will be organized by the Palbina Travel Agent. All the participants will be staying in the same hotel during the meeting period. The venue for the meeting is Pride Inn Hotel, Raphta Road, Nairobi, Kenya. Contact person Grace Muthoni (+254) 724 957 944 or (+254) 0777 957 944. Email: gmuthoni@prideinn.co.ke, website www.prideinn.co.ke. The hotel is approximately 22 Kms (40 – 50 minutes' drive) from Jomo Kenyatta International Airport. Please see map below.

In the unlikely event that nobody turns up to pick you, or for some reason you have missed your flight or changed your itinerary without notification, kindly call any of the staff indicated in the emergency contacts below.
Emergency Contacts (Palbina Travel Agent) 0708110537: Email: transport@palbinatravel.com
Emergency Contacts (CIP): +254 723697795: Email: B.Wairimu@cgiar.org



Meeting Venue

The SASHA SGA Progress Review Meeting: 10th Consultation meeting will be held at Pride Inn hotel, Raphta Road Nairobi, Kenya.

Travel tickets, hotel accommodation, conference package, per diem, airport transfers and visa costs

The SASHA project is covering your costs for this meeting; this includes accommodation, airport transfers the conference package, and modest allowance to cover dinner and incidentals. Additional services such as drinks, laundry, and telephone calls must be settled by participants before checkout directly at the hotel reception.

Reimbursement of Travel Expenses

Reasonable in-country travel cost, visa and domestic air ticket costs will be refunded. These will be refunded ONLY on **receipt basis**, hence please bring all receipts and other relevant support documents that warrant reimbursement. Kindly also bring your **boarding pass**.

Health and Vaccinations

Please ensure that you have a valid yellow fever vaccination and carry your card with you. Please visit the [US Centers for Disease Control and Prevention Website](#) to obtain up-to-date information on required vaccinations and health recommendations prior to travel. It is the responsibility of the traveler to obtain required vaccinations.

The following are suggestions:

- Purchase medical evacuation insurance for the duration of the trip
- If travelling from a country with a risk of yellow fever transmission, proof of yellow fever vaccination is required
- Malaria medication is recommended if travelling to certain parts of Kenya. Consult with your physician prior to departure to obtain the necessary prescriptions
- To minimize the risk of mosquito-borne disease, bring insect repellent and appropriate clothing
- Tap water is of variable quality and should not be consumed without boiling. Travelers should consider purchasing bottled water or bringing iodine tablets and portable water filters to purify water if boiling is not an option
- Always consult the meeting coordinators in case of sickness

Visa requirements

All international visitors require a valid passport and visa for entry into Kenya. One should **have 4 empty pages in their passport**. Citizens of many countries can get a visa for Kenya upon arrival at Jomo Kenyatta International Airport. However, we recommend getting a visa ahead of time if possible to avoid long waits in line upon arrival. A single-entry Visa (valid for three months from date of issue) will cost US\$50. Kindly make your online visa application on <http://evisa.go.ke/evisa.html>, in case you have any problems processing the visa get in touch with me URGENTLY for assistance. You will need the invitation letter already sent to you. Please remember to carry the receipt for refund purposes, as it would be impossible to refund without a receipt.

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 a CIP representative. You are however, 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.

Security

The security in Nairobi is good now but participants are advised to remain vigilant, practice situational awareness and seek the advice from the CIP Nairobi staff who will be available always if they notice anything or wish to visit any place outside the meeting venue. Please avoid wearing expensive jewelry, etc. in public venues.

Liability and Insurance

CIP shall not be held liable for personal accidents or losses or damage to private property of participants to the meeting. Participants should make their own arrangements with respect to personal insurance. It is strongly recommended that participants take out adequate travel and health insurance prior to commencement of travel. Participants can procure travel insurance from CIP official travel agents Palbina Travel Agent.

Disabled Facilities

If you require disability specific facilities, please notify the secretariat **Email: B.Wairimu@cgiar.org**

Dietary requirements

Please let **B.Wairimu@cgiar.org** know if you have any special dietary requirements.

Power plugs and sockets

In Kenya, the standard voltage is 240V, the standard frequency is 50 Hz and the UK sockets are standard.



Weather in Nairobi

Nairobi is situated at an altitude of about 5,500 feet (1700 meters) above sea level. Although Nairobi is situated in the middle of East Africa, its high altitude—about a mile above sea level. Please note that sometimes Nairobi can get cold with temperatures as low as 16 we therefore encourage you to carry warm clothes for your trip.

We look forward to hosting you in Nairobi.