

## LOGISTICS NOTE

Welcome to the eighth edition of the Global Forum on Remittances, Investment and Development (GFRID) Summit, organized by the International Fund for Agricultural Development (IFAD), the United Nations Office of the Special Adviser for Africa (UN OSAA) and the World Bank.

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**Web page:** [www.gfrid.org/summits/gfrid2023](http://www.gfrid.org/summits/gfrid2023)

## Dates of the Summit

From Wednesday, 14 June at 9:00 am to Friday, 16 June at 4:00 pm.

## UNON, the Summit venue

### United Nations Office at Nairobi

United Nations Avenue  
Gigiri, Nairobi, Kenya  
Phone: +254-207-622-034

<https://www.un.org/visit/nairobi>



The UNON complex is set on 140 acres of landscaped gardens and woodland, bordered by the lively Gigiri district on one side and Karura Forest on the other.

## Getting to Nairobi

### VISA

Participants might need to obtain a visa through the Kenyan Consulate or Embassy in their country.

Information on Kenya visa requirements and procedures can be found at <http://evisa.go.ke/>. Please note that entry regulations are subject to change, and that **VISA UPON ARRIVAL HAS BEEN DISCONTINUED.**

On an ad hoc basis, and only if strictly needed, the GFRID Summit 2023 Organizing Team will provide invitation letters for visa purposes only.

Kindly note that Summit organizers are not responsible for visa issuance, and can only provide the invitation letter upon request.

Please write to [gfrid@ifad.org](mailto:gfrid@ifad.org), should you need one.

### ACCOMMODATION

The official accommodation selected for Summit speakers and organizers is the [Trademark Hotel](#) (4\*). Other selected hotels are:

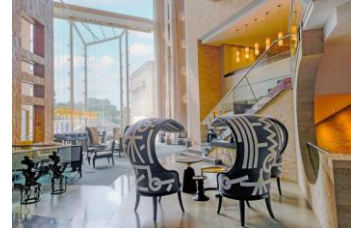
- [Tribe Hotel](#) (5\*)
- [Comfort Gardens](#) (3\*)



*Comfort Gardens (3\*)*



*Trademark Hotel (4\*)*



*Tribe Hotel (5\*)*

Participants can choose their preferred hotel directly or can benefit from discounted rates by booking one of the three hotels through our service provider, at own expenses.

Our dedicated service provider will contact each registered participant for accommodation preferential rates.

Please note that, due to high season and numerous events taking place in Nairobi in June, timely hotel booking is warmly encouraged.

In addition to the three hotels at preferred rates, you may choose one among the list provided by UNON, available [here](#).

**IMPORTANT: Only transportation to UNON and back from the three selected hotels is guaranteed free of charge. Timetables will be provided at the hotels.**

## Getting to UNON

Please note that each participant will be responsible of his/her own transportation from/to the airports. No car/bus service will be provided.

### From the airport

Most international visitors will arrive through the Jomo Kenyatta International Airport. While it is about 28 km from the airport to UNON, traffic is unpredictable and the trip can take between 45 and 120 minutes, depending on the time and day.

<https://www.kaa.go.ke/airports/transport/>

#### - Public transport

Kenya has a network of long-distance bus lines. Speed is limited to 80km/h. Local buses in town are run by private companies, such as the green and yellow [Citi Hoppa](#), which provides transportation for an inexpensive fee. They have regular services in and out of the Nairobi city suburbs. They usually seat 20-35 passengers (no standing passengers allowed by law).

#### - Taxis and cabs

Kenya Airports Authority grants licenses to reliable and insured taxicabs and transfers companies to operate in the airports. It is a regulation to have some taxi cabs painted yellow. However not all licensed taxis are yellow. Taxis are allowed to wait at designated taxi/cabs ranks. There are several companies with desks located at the domestic and international airport arrival halls. The use of official taxis at airports is warmly encouraged for security reasons. **If you have pre-arranged transfer services, kindly look for your driver outside the arrivals hall gate. Drivers are not allowed inside the hall.**

### Safety tips to secure a taxi at the airports

1. In order to avoid confusion at the airport it is best to pre-book your airport transfer (taxi/cabs) using the recommended and known taxi companies. Pre-booking and paying for your transfers ahead of your travel allows you to get the best fares and offers the guarantee that there will be someone waiting for you on the other end of the journey.
2. Ignore offers of transportation from solicitors at the terminal. Soliciting of ground transportation by drivers at the airports is illegal and many illegal solicitors are unlicensed and uninsured.
3. Some drivers might persuade you to use their services and advise you that your driver is not there waiting; please avoid these.
4. To obtain ground transportation information, please visit hospitality desks or taxi company offices.

5. Ignore unidentified people offering to assist with baggage. If you see a person behaving in unbecoming manner, report them to the airport officials or the police.

### **Important tips**

1. You may pay by local currency or known global currencies.
2. Tipping is customary, but not mandatory, for good service. Do not feel obliged to tip and no taxi/cabs driver should force you to.
3. Taxi fares depend on various destinations and different towns.
4. Fares of private taxi/cabs are per vehicle and not per person.
5. Please take your receipt after the journey.
6. Drivers will tend to overcharge non-locals, and it is good to know the costs ahead of travel.
7. Price is negotiated between passenger and taxi/cabs driver at the start of the trip.
8. You may need to secure a local telephone line to easily communicate with your driver.

### **Ground transportation using hotel or safari companies**

Some hotels provide transfers to their booked clients upon request. You may need to compare hotel transfer fares with those of independent providers. If your airport transfer is part of a pre-arranged safari, your driver will be waiting for you outside the arrivals hall.

#### **- By car**

On Limuru Road, turn onto UN Avenue and drive about 200 m to the visitors' car park at the main entrance of the UNON complex, across the road from the US Embassy (see picture 1).



*Picture 1: UNON visitors' parking lot*

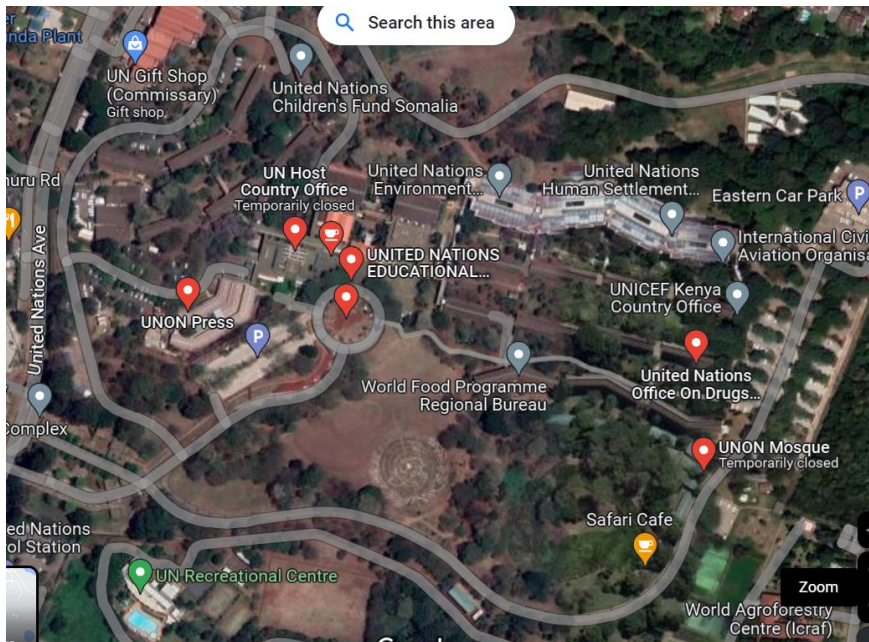
### **Parking**

The visitors' car park entrance is next to the main entrance. Please note that parking space is limited and the visitors' car park can reach full capacity early in the day. Parking is on a first come, first served basis.

In case the visitors' parking is full, you will be directed to the **China Garden** parking, 50 m ahead (picture 2). However, to avoid queues, **we encourage you to avoid coming by car and come accompanied instead, or using car sharing apps.**



Picture 2: China Garden parking lot



Map 1: UNON complex



Map 2: the UNON complex in detail

## The Visitor's journey at UNON

| UNON Location of GFRID Summit 2023  |  |   |
|---|--|---|
| <p><u>14 June</u><br/>                     Morning: Conference Room (CR) 1<br/>                     Afternoon until 16:45: CR 1<br/>                     Afternoon 16:45-18:00: parallel sessions in CR 1 and 2<br/>                     Reception at the Nairobi National Museum</p> | <p><u>15 June</u><br/>                     Parallel sessions in CR 1 and CR 2 and, from 16:00 to 18:00, in CR 9<br/>                     Reception at UNON</p> | <p><u>16 June</u><br/>                     CR 1</p> |
|   |  |   |

- 1. Main entrance:** a Security Officer will ask to show your ID/passport and tick your name from the participants' list. Do not forget to bring a valid ID/passport otherwise you will be denied entrance.

Then, you will pass through the door on picture 3 towards security scans.



*Picture 3: UNON main entrance*

If you come by car, either if you park at the UNON visitors' parking lot or outside, you will need to enter the main entrance to have your ID/passport checked.

- 2. Security scan and visitors passes pavilion:** following security scans, you will walk through a pathway (picture 4) that leads you to the Visitors passes pavilion (picture 5). You will pass by here as your picture was already provided at the time of registration for the UNON badge issuance.



*Picture 4: Pathway*



*Picture 5: Visitors passes pavilion*

- 3. Entrance:** when you have your UNON badge, you can scan it through the gates and enter the premises (picture 6) following the flags (picture 7). You may follow the dedicated event signage (same on picture 8).



Picture 6: gate



Picture 7: Pathway to UNON premises



Picture 8: the GFRID Summit event signage

4. **Conference area:** the “KaribUNI” sign (picture 9) means you have reached the conference area. You may enter the building and go down the stairs. Conference Room 1 is on the left (picture 10).



Picture 9: KaribUNI



Picture 10: Reaching Conference Room 1 (bottom left)

5. Welcome coffee, coffee break and lunch will take place right outside Conference Room 1 (picture 11). Please note that **only water** is allowed in the room.



Picture 11: Outside the conference area

6. Free Wi-Fi is available on the premises. From the Wi-Fi options on your device, select DELEGATES. There is no password applicable.

## Registration

- Participation to the GFRID Summit 2023 is free of charge and by invitation.
- Registrations will **close on 12 June 2023**.
- All those who are interested in joining can **fill the form [available here](#)**. Due to limited space, each request will be reviewed by the GFRID Summit 2023 organizers, and a confirmation/decline message will be sent within 48 hours from submission.
- Upon registering, make sure to insert your name as it appears on your passport or government issued personal identification document, otherwise entrance to the UN premises will be denied.
- Please also ensure that you register on time should you need [visa to enter Kenya](#).

## Accreditation and UNON Special Events Pass collection

- Each registered participant will be provided with a **UNON Special Events Pass** for the Summit only and must obtain one to pass through UN Security and access UN premises. **You will need to carry this Pass and personal identification document with you at all times.**
- Registration on the premises **will not be possible** and entrance will be denied without a UNON Special Events Pass and government-issued personal identification document.
- Given the high security involved and the process to obtain a UN Special Events Pass, you can only be issued one Pass during the entirety of the Forum.
- **IMPORTANT ON BADGE LOSS.** If you lose your Special Event Pass, entrance to UNON will not be allowed as a second badge cannot be issued for the same person.
- You must pass through UN Security each day, so give yourself enough time before the Forum begins, **arriving at the UN premises at least 45 minutes before** the first morning session begins.
- Participants are encouraged **to pick up their badge on 13 June**, to avoid the high affluence the following days.
- Brining large bags and other material is highly discouraged, and may be rejected by UNON Security.
- Your GFRID Summit 2023 Special Events Pass can be collected on:
  - **13 June, from 14:00 to 17:00** in the lobby of the [Trademark Hotel](#) (the Summit hotel), located at Limuru Road, The Village Market, Gigiri.
  - **15 and 16 June, from 7:30 to 9:00** in front of the UNON main entrance on the United Nations Avenue. **Dedicated staff will distribute badges for registered participants.**

## Security clearance

- All visitors above 18 years must present a government-issued ID to UN Security for clearance to enter the UNON premises, and go through security scanning.



- As a GFRID Summit 2023 attendee, you will be given the UN Special Events Pass prior thereto, which you can pick up in the afternoon of 13 June at the Trademark Hotel, as per above indications.
- To access UNON and the conference rooms, you must have your UN Special Events Pass and government-issued ID with you at all times.

## Language

The working language of the Summit is English. Some sessions will have interpretation from English to French only, as indicated in the Agenda. Working documents will be available in English and French.

## The GFRID social programme

### *Reception at the Nairobi National Museum – 14 June*

The Summit Reception will be held on **14 June from 18:30 to 21:00** at the [Nairobi National Museum](#).

The Nairobi National Museum hosts both temporary and permanent galleries that attract residents and tourists alike. These are the following permanent galleries:

- The Cradle of humankind
- The Story of mammals
- The History of Kenya
- Cycles of life
- Numismatic exhibition
- Asian African Heritage exhibition

Upon arrival at the Museum, and until 10 pm, delegates can choose to take a complimentary, dedicated guided tour, offered by the Summit organizers.

A souvenir corner selling local products will also be available.

N.B.: Transportation from UNON to the Nairobi National Museum will be granted to all Summit participants. Return transfers will be provided only to guests staying at the Trademark, Tribe and Comfort Gardens hotels. Parking facilities are available on the Museum premises.

### *Reception at UNON – 15 June*

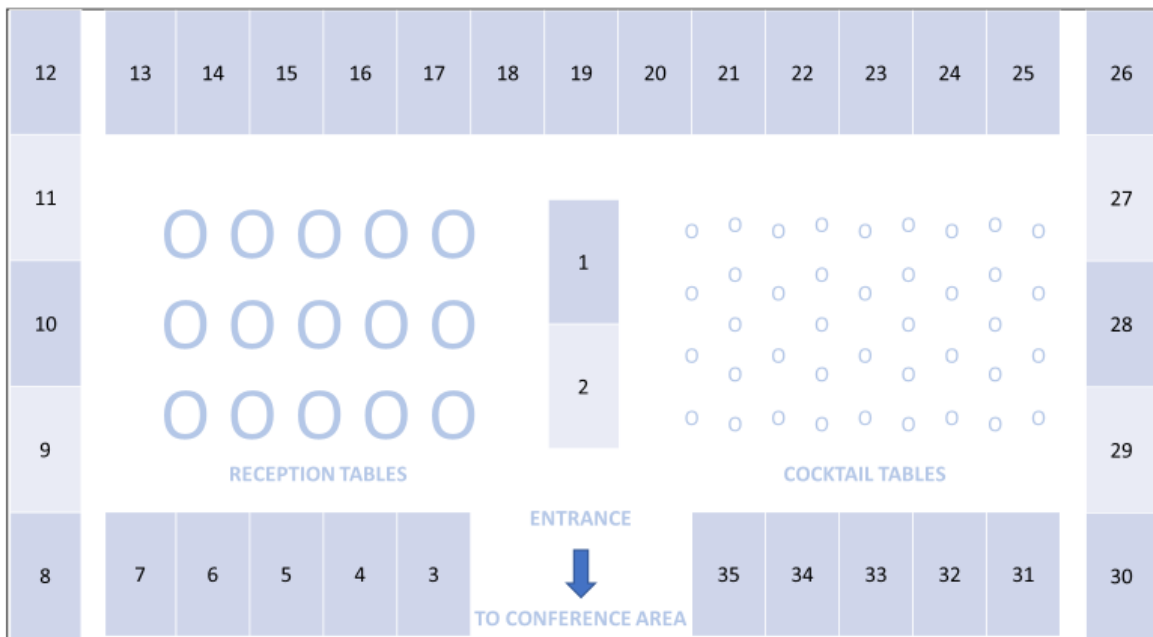
On **15 June from 18:00 to 20:30**, a cocktail sponsored by [Thunes](#) will take place at UNON, the Summit venue.

The cocktail will start right after the Summit session closure, and will continue until 20:30.

Following the cocktail, transportation from UNON to the Trademark, Tribe and Comfort Gardens hotels only will be granted.

## The Remittance Marketplace

The Remittance Marketplace will run parallel to the Summit, at the exhibition area outside the conference rooms. Dedicated information for exhibitors will be provided in a separate Marketplace Note.



Map of the Remittance Marketplace

## OTHER USEFUL INFORMATION

### Time Zone

Nairobi is on Eastern Africa Time (EAT), GMT+3

### Currency

The Kenyan Shilling (KES) is the standard currency used in Kenya. [This converter](#) allows you to determine the value of other currencies compared with KES.

### Safety

Visitors in Kenya should use common sense to protect themselves and their property. Be aware of your surroundings, and make sure to always use licensed, reputable businesses for any services you need. For more information on safety, [read the tips for visitors](#).

### Useful telephone numbers in Nairobi

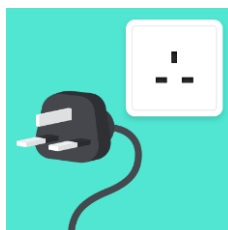
Telephone numbers that you can dial for any type of emergency are **999**, **911**, and **112**. An operator will direct you to the appropriate service provider required.

### Climate

Climate in Kenya is quite mild this time of the year, but it is a good idea to bring along a jumper or light jacket for the evenings. The average daily maximum is 22 °C and the average daily minimum is 15 °C. There is a 35% chance of a perfect sunny day and a 65% chance of seeing a mixture of sunshine and clouds, with an average of 2mm of rainfall in June.

### Electric power in Kenya

In Kenya, the plug type is G, a plug with three rectangular pins in a triangular pattern. Kenya operates on a 240V supply voltage and 50Hz.



## Visit Kenya

Kenya is famed for its scenic landscapes and vast wildlife reserves. It encompasses savannah, lake lands, the dramatic Great Rift Valley and mountain highlands, and is also home to some of the continent's finest beaches.

It is also home to lions, elephants and rhinos. Without travelling away from the city, you may want to visit the **[Nairobi National Park](#)**, **the only national park in the world located within a city**. For the desert safari enthusiast, the Chalbi Desert in Marsabit County and the Nyiri Desert located in Kajiado County are real gems (<https://mfa.go.ke/tourism/>).

Nairobi, the capital of Kenya, is a dynamic city of around 4 million people, with a vast cultural heritage and plenty to see, do and experience. Its arts and culture scene, shopping and dining options, and throbbing nightlife exist side by side with the city's national park, wildlife sanctuaries, extensive forests and abundant greenery.

Surrounded by stunning landscapes, Nairobi offers thrilling getaways to the Rift Valley, renowned national parks and the popular Kenyan coast (<https://dcs.unon.org/attending-event-0>).

At the Summit, a dedicated booth of the Kenya Tourism Board Team will be there to provide a number of tours and tourist packages at convenient prices for interested participants.