



## INFORMATION FOR PARTICIPANTS

### **4<sup>th</sup> Global Partnership Meeting (4GPM)** Nairobi, Kenya **14-15 December 2005**

#### ***Meeting Venue and Dates***

The conference will be held at **UNEP Headquarters** in Nairobi, Kenya.

Registration will start at 8:00 AM on the 14<sup>th</sup> and the meeting will start at 9:30 AM. The meeting for both days will be held in Conference Room 4 of the UN Complex at Gigiri, Nairobi.

Details of the UN complex in Nairobi:

Address: United Nations Avenue, Gigiri, Nairobi

Tel: + 254 (20) 624 576

Fax: + 254 (20) 624 324

Email: Josephine.chege@unon.org

<http://www.unon.org/unoncomplex>

***You will need to bring a photo ID (like your passport) at the gate of the UN complex in order to be allowed onto the grounds. We recommend that you arrive at the UN at least 30 minutes before the start of the meeting as registration and security procedures will take some time. A meeting registration desk will be set up at the UN gate where you will be asked to register.***

In the **afternoon of 13 December 2005** there will be a meeting related **field trip** to downtown Nairobi. The trip, including transport and dinner, will be provided by UNEP. For those that have not registered for the field trip as yet, please do so as we have limited seats available.

#### ***Hotel reservations, airport transfers and transport for participants***

Participants are kindly requested to make their own hotel reservations. We recommend to do this as soon as possible, as there is always a shortage of hotel space in December.

When making the reservations make sure to ask for the UN rates.

The following hotels are recommended:

#### **GRAND REGENCY HOTEL**

Downtown, about 35 minutes from UNEP HQ

Tel: + 254 (20) 21 119

Fax: + 254 (20) 217 120  
Email: [gregency@africaonline.co.ke](mailto:gregency@africaonline.co.ke)  
Tariffs: Starting from US\$120 (single) US\$145 (double)

### **HOLIDAY INN NAIROBI/MAYFAIR**

In Parklands, about 20 minutes from UNEP HQ  
Tel: + 254 (20) 374 0920  
Fax: + 254 (20) 374 8823  
Email: [hi-sales@africaonline.co.ke](mailto:hi-sales@africaonline.co.ke)  
Tariffs: Starting from US\$120 (single) US\$135 (double)

### **HILTON HOTEL**

Downtown, about 35 minutes from UNEP HQ  
Tel: +254 (20) 250 000  
Fax: + 254 (20) 250 099  
Email: [hilsales@africaonline.co.ke](mailto:hilsales@africaonline.co.ke)  
Tariffs: Starting from US\$70 (single) US\$95 (double)

### **INTERCONTINENTAL NAIROBI**

City Hall Way, about 35 minutes from UNEP HQ  
Tel: + 254 (20) 320 00000  
Fax: + 254 (20) 320 00030  
Email: [NBOHA@interconti.com](mailto:NBOHA@interconti.com)  
Tariffs: Starting from US\$135 (single) US\$155 (double)

### **SAFARIPARK HOTEL & CASINO**

Thika Road, about 20 minutes from UNEP HQ  
Tel: + 254 (20) 363 3000  
Fax: + 254 (20) 363 3919  
Email: [sales@safariparkhotel.co.ke](mailto:sales@safariparkhotel.co.ke)  
Tariffs: Starting from US\$95 (single) US\$110 (double)

### **SIX-EIGHTY HOTEL**

Downtown, about 40 minutes from UNEP HQ  
Tel: + 254 (20) 344 000  
Fax: + 254 (20) 332 908  
Email: [info@680-hotel.co.ke](mailto:info@680-hotel.co.ke)  
Tariffs: Starting from US\$48 (single) US\$85 (double)

### **THE NAIROBI SERENA HOTEL**

Downtown, Kenyatta Avenue, about 40 minutes from UNEP HQ  
Tel: + 254 (20) 282 2000  
Fax: + 254 (20) 272 5184  
Email: [nairobi@serena.co.ke](mailto:nairobi@serena.co.ke)  
Tariffs: Starting from US\$130 (single) US\$130 (double)

### **WINDSOR GOLF & COUNTRY CLUB**

Garden Estate, about 15 minutes from UNEP HQ  
Tel: + 254 (20) 856 2300  
Email: [admin@windsor.co.ke](mailto:admin@windsor.co.ke)  
Tariffs: starting from US\$122 (single) US\$140 (double)

Airport transfers can be arranged through the hotels chosen by the delegates. ***Daily transport for the participants between hotels and the UNEP Headquarters is the responsibility of the participants. Most hotels offer transport to the UN complex.***

### ***Official languages at the Meeting***

The official languages of the Meeting will be English

### ***Registration of Participants***

Registration of participants will take place the morning of the first day of the Meeting (14 December) at UNEP visitors' gate and will start at 8:00 AM. All participants are requested to register on arrival. You will be asked to verify your contact information at this point.

### ***Visas***

Visa requirements differ for every country. Please contact the local Kenyan consulate/embassy to find out the visa requirements for your particular country. If you need an invitation letter for visa or other purposes please contact Ms. Josephine Chege at [Josephine.Chege@unep.org](mailto:Josephine.Chege@unep.org), phone: +254-20-624576.

### ***Time zone***

Time: GMT/UTC plus one hour.

### ***Weather***

Although Nairobi is situated quite close to the Equator, its altitude of about 5500 feet (1700 meters) results in a moderate climate. Average temperatures in December vary from 20°C to 30°C during the day.

### ***Health***

Due to its altitude, there is no malaria in Nairobi. A yellow fever inoculation certificate is mandatory for visitors arriving from or through infected areas (Angola, Benin, Cameroon, DRC-Kinshasa, Gabon, The Gambia, Guinea, Liberia, Sierra Leone – *please check your local embassy for updated information*).

### ***Electricity***

Electricity: 220/240V, 50Hz; British-style three-prong plugs and European two-pin plug (the narrower variety) are used.

### ***Currency***

The official currency of Kenya is Kenyan Shilling (KES). As of 12 October 2005, the rate of exchange was:

1 US Dollar = 68 Kenyan Shillings

1 Euro = 82 Kenyan Shillings

### ***Banking Services***

There is a branch of the Kenyan Commercial Bank (KCB) at the UN complex, which offers exchange services. The KCB teller machine accepts international VISA cards.

### ***Travel Agent***

There is a travel agent at the UN complex which can be used to confirm/ change tickets.

### ***Lunch***

Lunches will be provided on both days.

### ***Security***

Security in Nairobi is similar to that of other African cities – one must simply be aware and be sensible - i.e. stay in well-reputed hotels, keep valuables locked up in hotel rooms, and not to walk around at night.

### **For more information:**

Please contact:

Ms. Jane Akumu

[Jane.akumu@unep.org](mailto:Jane.akumu@unep.org)

Phone: +254-20623223

or

Josephine Chege

[Josephine.chege@unep.org](mailto:Josephine.chege@unep.org)

Phone: +254-20-624576

More information can also be found at: [www.unon.org/unoncomplex](http://www.unon.org/unoncomplex)