



**ICAO GLOBAL AVIATION DIALOGUES (GLADs) ON MARKET-BASED MEASURES TO
ADDRESS CO₂ EMISSIONS FROM INTERNATIONAL AVIATION, APRIL 2015, VARIOUS
ICAO REGIONS**

INFORMATION BULLETIN ¹

1. Venue

- 1.1 The GLADs will be held from 14 to 15 April 2015 at the Sarova Stanley Hotel, Nairobi, Kenya.

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2. Registration

- 2.1 Registration of participants will take place on Tuesday, 14 April 2015 from 8am to 8.45am.

3. Opening Session

- 3.1 The official opening of the GLADs will take place on Tuesday, 14 April 2015 at 9am to 9.30am.

4. Working Language

- 4.1 The GLADs will be conducted in English and French languages. Documentation will, to the extent practical also be provided in the two languages.

5. Transport

5.1 *From the Airport*

Taxis are available from the airport to the city centre and the fare normally is between Kshs 1000 to 1500. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival.

5.2 *To the meeting venue*

¹ The ESAF Regional Office makes its best effort to provide information to participants in order to facilitate their stay in Nairobi and participation at the event(s) to which they are invited. However, ICAO or its employees shall not be liable for any consequences arising from the use of information or views expressed in this bulletin, including but not limited to any loss or damage resulting from decisions taken on the basis of the information and associated views; or for any inaccuracies, omissions or errors it may contain.

Participants are requested to make their own transport arrangement as the GLADs is not being held at the United Nations Complex in Gigiri, Nairobi, Kenya

6. Hotel Information

- 6.1 Participants are to make their own hotel reservations and indicate that they are attending an ICAO Workshop/Seminar/Meeting/Conference in order to take advantage of the special accommodation rates. A list of recommended hotels/lodges near UN Complex is attached at the end of this bulletin.

7. Entry Visa

- 7.1 Participants are advised to ascertain at the respective Embassies whether or not they are exempt from the Kenyan entry visa requirement. Kenya visas may be obtained from the Kenya High Commissions or Embassies. In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the High Commission or Embassy. **It is important to apply for visas well in advance.**

NOTE

Participants from referred countries: Cameroon, Eritrea, Libya, Mali, Senegal and Somalia are required to submit the following documents to ESAF Regional Office at least one and half months prior to the Workshop/Seminar/Meeting/Conference:

1. Copy of national Passport (valid at for least 6 months).
2. Electronic copies of passport photo (JPEG FORMAT scanned in high resolution).
3. An application form for visa which need to be filled and signed by the participants (Form 22 can be obtained from <http://www.kenya.org.za/forms/VisaApplicationForm.pdf>).
4. A letter from State/Organization indicating that you have been nominated to attend the workshop/seminar/meeting/conference.
5. Indicate arrival/departure dates and how your accommodation/incidental expenses will be met.

Note: ***ICAO ESAF cannot accept responsibility for applications submitted less than the stipulated one month prior to travel***

8. Health

- 8.1 It is strongly recommended that participants should have travel insurance (including health) for the duration of their stay in Kenya. Participants should particularly ensure that their insurance is applicable in Kenya. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

- 8.2 Presentation of a valid **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, including the following States: Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.

- 8.3 Persons who fail to produce a valid yellow fever vaccination certificate to the port health officials may be required to take the vaccination at the point of entry against payment of US\$15 (subject to change by the appropriate authority). The officials may take other action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Kenya.

9. Weather

- 9.1 While Nairobi is very close to the Equator (about 1.3° S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. The minimum/maximum daily temperatures for the month of April are 14C°/24.1C°, while the mean number of rain days is 16.
- 9.2 Nairobi local time is GMT+3.

10. Local Currency and Foreign Exchange Rates

- 10.1 The basic unit of currency is the Kenyan shilling (Ksh), which is divided into 100 cents. There are silver and bronze coins of 1, 5, 10, 20 and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.
- 10.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.
- 10.3 Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 4.00 pm from Monday to Friday and between 9.00 am to 12.00 noon on the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favourable rates. On arrival at Jomo Kenyatta International Airport (JKIA), forex services are available within customs hall, from 7.00 am to midnight.

11. Telephones

- 11.1 Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Kenya, dial 254 followed by the area code (for landline numbers) and the required number. There are four (4) cellular phone (mobile) operators in Kenya: Airtel, Orange, Safaricom and YU.

12. Security

- 12.1 Participants are advised to visit the UNON website <http://www.unon.org> and click on “Security Advice” for the latest information. As in many large cities, crime is prevalent within Nairobi. It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or to travel for any other purpose.



**INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
EASTERN AND SOUTHERN AFRICAN OFFICE (ESAF)**

**A LIST OF RECOMMENDED HOTELS IN AND AROUND THE NAIROBI CENTRAL BUSINESS AREA AND
GUEST HOUSES NEAR ICAO/UN WHICH OFFER UN/CORPORATE RATES**

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN
Crowne Plaza Nairobi****	SBB: 225 US\$ DBB: 255 US\$ S Superior: 245 US\$ D Superior: 285 US\$ S Deluxe: 265 US\$ D Deluxe: 295 US\$ S Club Room: 315	Upper Hill (Downtown)	sales@cpnairobi.com Contact person: Cynthia Chebii cynthia.chebii@cpnairobi.com <u>Website:</u>	254 (0) 20-2746000	254 (0) 20- 2746100	15 Km
Eka Hotel ****	SR: US\$ 180 JS: US\$ 360	Near the Airport	Email : info@ekahotel.com Website : www.ekahotel.com	254 20 704493090	-	18 Km
Fairmont The Norfolk*****	SBB: 238 US\$ DBB: 271 US\$ B&B inclusive of taxes	Harry Thuku Road, Nairobi,	kenya.reservations@fairmont.com Contact person: Steve Biko – Sales Manager steve.biko@fairmont.com	254 (0) 20 2265000/ 2216940/ 225900	254 (0) 20 2216796/336742	12 Km
	S Ec: 14.800 Kshs					

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN
Fairview Hotel****	S B: 16,700 Kshs First Class: 18,400 Kshs Small S: 20,000 kshs Large S: 22,000 Kshs Ex. Suite: 23,000 Kshs B&B inclusive of taxes	Bishop Road, Nairobi,	book@fairviewkenya.com Contact person: Eric Ganira www.fairviewkenya.com	254 (0)20 2711321/2710090	254 (0)20 2721320/271165 5	14 Km
Hillpark Hotel	Standard S: 146 US\$ Standard D: 220 US\$ Premium S: 196 US\$ Premium D: 293 US\$ Deluxe S: 303 US\$ Deluxe D: 484 US\$	Upper Hill (Downtown)	reservations@hillparkhotel.com Contact person: Pauline Irungu Pauline@hillparkhotel.com Website: www.hillparkhotel.com	254 (0)20 2724312/3/5	254 (0)20 2716768 254 735 337 522/ 720 698 325	
Hilton Hotel*****	SBB: 175 US\$ S Deluxe: 220 US\$ DBB: 215 US\$ D Deluxe: 260 US\$	Mama Ngina street, Nairobi,	Reservations.nairobi@hilton.com Contact persons: Maureen Ogola Maureen.Ogola@hilton.com Ronald Oromo Ronald.Oromo@hilton.com	254(0)20 2790000	254(0)20 250099/2226477	12 Km
Ambassadeur Hotel	SBB: 60 US\$ DBB: 80 US\$	Moi Avenue	ambassadeurhotel@hotmail.com reserve@hotelambassadeurkenya.com	254-20-242933 226733	254-20-336860	12km
Hotel La Mada	SBB: 160 US\$ DBB: 180 US\$ Suite: 250 US\$ 15% discount for group booking B&B, taxes included	Thika road,	lamada@madahotels.com Contact person: Martin M. Thinji Mob:254-0722-312-345 Website: www.madahotels.com	254 (0)20 8561113/ 8561046/ 8561460/ 8561598/	254 (0)20 8561194	8 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / IATA
Intercontinental Nairobi*****	SBB: 205 US\$ DBB:245 US\$	Cr. City Hall Way, Uhuru Highway	reservations.icnairobi@ihg.com	254 (0) 20 32 00 00 00	254 (0) 20 320 00 030	12 Km
Jacaranda Hotel – Nairobi****	SBB: 175 US\$ DBB:218 US\$	Chiromo Road, Westlands	Sales@jacarandahotels.com Contact person: Liz Tapawa ltapawa@jacarandahotels.com Website: www.jacarandahotels.com	254(0) 20 4448713/4/5/6/7 Mob: 254 722 205486/	254 (0) 20 4452117	10 Km
Laico Regency Hotel*****	SBB:195 US\$ DBB:220 US\$ Ex. SS: 450 US\$ Ex.SD: 450US\$ Deluxe SS: 600 US\$ Deluxe SD: 600 US\$	Loita Street, Uhuru Highway	Contact Person: Jassi Sian jsian@laicoregencyhotel.co.ke Website: www.laicohotels.com	254 (0) 20 2211199	254 (0) 20 2217120	12 Km
Lenana Mount Hotel ***	SBB: 80 US\$ DBB: 100 US\$ SBB: 4,500 Kshs DBB: 7,000 Kshs Twin Rooms: 7,000 Kshs	Ralph Bunche Road	lenanamounthotel@iconnect.co.ke Contact persons: Levina/Joseph Website: www.lenanamounthotel.com	254 (0) 202214411/2; 2717 044/48	254 (0) 20 2719426	10 Km
Meridian Hotel	SBB 74 US\$ DBB 90 US\$ SBB 5,250 Kshs DBB 6,350Kshs B&B and taxes included	Murang'a Road, off Moi Avenue	info@meridianhotelkenya.com Contact person: Lucy www.meridianhotelkenya.com	254 (0)20 313991/317481/22200 06 Mob: 254 735 337 927		12 Km
Nairobi Safari	SBB: 170 US\$ DBB: 190 US\$	University	sales@nairobisafariclub.com	254 (0) 20 2821000	254 (0) 20	12 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN
Club*****	B&B taxes included	Way/Koinange Street	Contact Person: Florence Marangou		215137/224625	
Ngong Hills Hotel	SBB: 4,000/ 4,800/ 5,600 DBB: 5,000/ 6,600/ 8,200 Prices are in Kshs for B&B/ HB/ FB B&B taxes included	Off Ngong Road	info@ngonghillshotel.com Contact person: Bernard Maina info.ngonghillshotel@jambo.co.ke	254 (0)20 3860894/5; 3876745	254 (0)20 3871750	20 Km
Ole- Sereni Hotel***** (confirmed/no changes on rates till 1st July	S Superior: 200 US\$ S Deluxe: 240 US\$ S Club: 280 US\$ D Superior: 250 US\$ D Deluxe: 300 US\$	Off Mombasa Road	info@ole-serenihotel.com Contact Person: Steve Mulei Sales1@ole-serenihotel.com sales@ole-serenihotel.com	254 (0) 20 3901000/5036000 Mob: 254-732-191- 000		25 Km
Panari Hotel*****	S Standard: 200 US\$ S Superior: 240 US\$ D Standard: 240 US\$ D Superior: 280 US\$ S Deluxe: 280 US\$ D Deluxe D: 320 US\$	Mombasa Road Near Airport	info@panarihotels.com Contact Person: Michael Barasa michael.b@panarihotels.com Website: www.panarihotels.com	254 (0)20 394 6000/ 828990/ Mob: 254 722 474 836/ 733 474 836	254 (0)20 828985	18 Km
Red Court Hotel****	SBB: 150 US\$ DBB: 180 US\$ B&B, taxes included	Kenya Red Cross complex	Info@redcourt.co.ke Contact Person: Nancy Wachuka Website: www.redcourt.co.ke	254 (0)20 3520757/3593145 Mob: 254 734 973 512	254 (0)20 3503147	18 Km
Safari Park	S Deluxe: 190 US\$	Kasarani off	reservations@safariparkhotel.co.ke	254 (0) 20	254 (0)20	10 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN
Hotel*****	D Deluxe: 210 US\$ J. Suite: 240 US\$ B. Suite: 280 US\$ Presidential Suite: 1,600US\$ D&B taxes included	Thika Road,	sales@safariparkhotel.co.ke Contact person: Ruth Chege, Scola Muthamia Website:	3633000/3633312/971	3633919	
Sankara*****	Superior: 223 US\$ Deluxe: 261 US\$ Club: 363 US\$ D&B taxes included	Westlands	meet@nairobi.sankara.com Contact person: Grace Waweru grace.waweru@sankara.com	254 (0) 20 4208000	254 (0) 20 420888	10 Km
Sarova Panafric****	SBB: 140 US\$ DBB: 170 US\$ D&B taxes included	Kenyatta Avenue	panafric@sarovahotels.com Contact person: Steve Wambua Steve.wambua@sarovahotels.com	254 (0) 20 276 7000/7431 Mob: 254 732866166	254 (0) 20 271 5566	18 Km
Sarova – The Stanley*****	SBB: 195 US\$ DBB: 240 US\$ B&B, taxes included	Kenyatta Avenue/Kima thi Street	thestanley@sarovahotels.com Contact persons: Nelson Mburu, Steve Wambua Nelson.mburu@sarovahotels.com Steve.wambua@sarovahotels.com Website: www.sarovahotels.com/stanley	254 (0) 20 276 7000/7431 Mob: + 254 732866166	254 (0) 20 271 5566	12 Km
Sentrim-Sixeighty Hotel ***	SBB: 85 US\$ DBB: 100 US\$ D&B taxes included	Muindi Mbingu Street/Kenya the Avenue	info@680-hotel.co.ke reservations680@sentrim-hotels.com	254 (0) 20 315680/344000 Mob: 254 722 806 052	254 (0) 20 332908/2218314	12 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN
			Contact person: Lucy Gatere lucy.gatere@sentrim-hotels.com Website: www.680-hotel.co.ke/ www.sentrim-hotels.com			
Sentrim - Hotel Boulevard****	SBB: US\$80 DBB: US\$105 SBB: 6,350 Kshs DBB: 8,250 Kshs B&B taxes included	Harry Thuku Road,	hotel@hotelboulevard.com jac@hotelboulevardkenya.com Contact person: Elizabeth Mwangi	254 (0)20 227567/8/9	254 (0) 20 317825	12 Km
Serena Nairobi Hotel*****	SBB: 270 US\$ DBB: 300 US\$ B&B, taxes excluded	Kenyatta Avenue/ Processional Way (Downtown)	NSHreservations@serena.co.ke Contact person : James Mutua jmutua@serena.co.ke	254 (0) 20 2822000/ 3138000 Mob: 254 733 282200/1/2, 733 282283	254 (0) 20 2725184	12 Km
Silver Springs Hotel***	SBB: 11,900 Kshs. DBB: 15,900 Kshs. S Superior suite: 15, 500 kshs. D superior suite: 19, 500 kshs. B&B, taxes excluded	Argwings Kodhek Road approximately 3 miles from the city centre	silversprings@iconnect.co.ke Contact person: Martin Wambugu 0722 486586 mwambugu@silversprings-hotel.com Website :	254 20 2722451/2-7	254 20 2720545	18 Km
Southern Sun Mayfair Nairobi	SBB 225 US\$ DBB 250 US\$	Parklands Road and Mnaka Lane	admin@southernsun.co.ke Contact Person: Sallie Khayere	254 (0) 20 3740920/1 0722 205 508	254 (0) 203748823	6 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN
	B&B, Internet, taxes included		khaveres@southernsun.co.ke Website: www.southernsun.co.ke			
The Heron Portico Hotel***	SBB:105 US\$ DBB:127 US\$ S Del: 13,000 Kshs S Sup: 9,995 Kshs D del: 15,000 Kshs D Sup: 11,995 Kshs	Milimani Road (Downtown)	reservations@heronhotel.com Contact person: David Mwaniki administration@heronhotel.com	254 (0) 20 2720740/1/2/3	254 (0) 20 2721698	13 Km
Tribe –The Village Market Hotel*****	SDel: 225 US\$ SSup: 265 US\$ Jun Suite S: 345 US\$ DDel: 265 US\$ DSup: 305	Village Market Shopping Centre	reservations@tribehotel-kenya.com Contact person: Sandeep Brar, Cecilia Adhola	254 (0) 20 7200000	254 (0) 20 7200110	1 Km
Utalii Hotel	Resident rates S: 7,500 Kshs D: 9,000 Kshs Nonresident rates S: 140 USD D: 170 USD B&B, taxes included	Thika Road, Nairobi	reservations@utalii.co.ke marketing@utalii.co.ke utaliihotel@utalii.co.ke Contact person: Suleiman Mwanyere Website: www.utaliihotel.co.ke	254(0) 208 563540/8561201	254 (0) 208 560514	6 Km
Windsor Golf Hotel and Country Club*****	Deluxe: 170 US\$ Suite: 320US\$ Cottage: 450US\$	Off Kiambu Rd	admin@windor.co.ke reservations@windor.co.ke info@windor.co.ke marketing@windor.co.ke Contact person: Deogreth	254 (0) 20 8562300/8562500	254 (0) 20 8563322	8 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN
			Nyakarura nnyakarura@windor.co.ke www.windsorgolfresort.co.ke			

SBB = Single, Bed and Breakfast

DBB = Double, Bed & Breakfast

Note:

1: When making your reservations, please specify that you are attending an ICAO Meeting in order to be accorded special UN/Corporate Rates.

2: The above rates are as of February 2015 and are subject to change by the hotels without notice.
