

**The Africa Conservation Forum
26-28 June Forum
24-25 June Pre-forums
Logistics Note**



On behalf of the IUCN Africa Conservation Forum 2024 coordinating team, we would like to appreciate your interest to participate in the forum.

Updates on the Africa Conservation forum can be received [here](#).



❖ **The ACF Forum - Wednesday 26 to Friday 28 June 2024**

IUCN African Conservation Forum (ACF) will take place in Nairobi Kenya, from **June Wednesday 26 – Friday 28, 2024** at the Ole Sereni Hotel in Nairobi. Ole Sereni Hotel is 13 Kms from the International Airport. IUCN will fully sponsor one delegate per member organisation to attend the forum from 26 – 28 June 2024. The sponsorship package includes:

1.	Flight	An economy return ticket to and from your location.
2.	Visa Fees	This will be reimbursed in exchange for your visa receipt
3.	Accommodation	Booking on a single room on bed and Breakfast from 25 th – 29 th June 2024
4.	Conference	Participation in the forum from 26 to 28 June 2024 which includes Lunches and teas
5.	DSA	From 25 th to 29 th June 2024
6.	Airport Transfers	To and from the airport to the hotel
7.	Dinner/Cocktails	3 official dinners/cocktails on 25 th , 26 th and 27 th June 2024
8.	Registration fees	ACF forum from 26 th to 28 th June 2024

Additional Participants from Member Organisations wishing to attend the forum will be required to pay registration fees and arrange their own accommodation. The ACF secretariat staff will send you an invoice with the cost of participation (registration fees). Proof of payment should be sent back within 48 hours.

The first day of the Forum on 26th June 2024 will be open to the public, 27th and 28th June 2024 will be Members only sessions.

Registration Fees for the forum - 26 to 28 June 2024:

Registration Fees to attend the forum from 26 to 28 June 2024 (includes lunch and teas)	
IUCN Members (Non sponsored i.e. additional participation from IUCN member organisations)	USD 50 per person per day
Non – IUCN Members (to attend on 26 June only which is open to the public)	USD 65 per person per day

❖ **The ACF Pre-Forums - Monday 24 to Tuesday 25 June 2024**

The ACF will be preceded by two days of Pre-Forum events on **24 – 25 June 2024**, dedicated to specific themes of interest. The pre-forums are self-financing and are not covered as part of sponsorship for Members to attend the ACF. The organisers of the pre-forums will reach out to invitees (both members and non-members) to attend the pre-forums. Members who are interested in attending the pre-forums will need to reach out to the organisers of the pre-forum events who will send them an invoice with the cost of participation. Proof of payment should be sent back within 48 hours for participation to be



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approved. Please note that requests will be processed on a **first-come, first-serve basis** considering the numbers that can be accommodated in the meeting space. Payment will only cover conference cost and not accommodation.

Registration Fees for the Pre-forums – 24 and 25 June 2024

Registration for attending Pre-forums (includes lunch and teas)	
IUCN Members (both sponsored and non-sponsored)	USD 50 per person per day
Non-IUCN Members	USD 65 per person per day

❖ **Transfers from the airport to the hotel**

Nairobi is serviced by the Jomo Kenyatta International Airport. The distance from the airport to Ole Sereni Hotel is 13.5 Km. We will provide taxis for the sponsored delegates by our designated taxi company, BCD Travel.

Taxis are available at the airport; please use an official airport taxi. Agree on the price before parting. The journey should take approximately 25 minutes depending on traffic.

❖ **Registration**

Registration is via the IUCN engage platform [here](#). Your name badge is your entrance ticket to all sessions. Badges can be collected from the Ole Sereni hotel from Sunday 23 onwards. Please always remember to wear your badge throughout the conference. Participants without name badges will be denied access to conference rooms/sessions.

❖ **Flight ticketing**

Flight tickets for sponsored delegates will be issued to arrive on 25 and return on 29 June.

We will issue tickets for an earlier arrival for the sponsored delegates wishing to attend the pre-forums and have had their participation to the pre-forums approved.

❖ **Accommodation**

Accommodation has been booked for one member per organisation to check in on 25th and check out on 29th at Ole Sereni and the Eka hotels. There will be daily shuttles between Eka Hotel to Ole Sereni for the Members staying in Eka Hotel. While it is a walking distance from Eka Hotel to Ole Sereni hotel, for safety reasons we recommend that you use either the shuttle or an uber.

The sponsored delegates wishing to attend the pre-forum and would like to stay in the same hotel that they have been booked for the forum, should reach out to the secretariat to note their arrival date. Please note that you will have to cover the accommodation cost for the pre-forum and any extra days. Alternatively, you can book accommodation at any of the hotels below:

Hotel	Rate on Bed & Breakfast per day	Distance Hotel to Conference Venue	Contact for hotel
Ole Sereni Hotel	USD 170	Venue of the event	Africaconservationforum@iucn.org
Eka hotel https://ekahotel.com/	USD 150	7.2 Kms	Charity Ndiba Sales Manager cndiba@ekahotel.com ;
Tamarind Tree hotel https://tamarind.co.ke/tamarind-tree-hotel/	USD 150	14.2 Kms	Lenah Ndubi, Sales and Marketing Manager Email: lenah.ndubi@tamarind.co.ke



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The Boma Hotel https://www.theboma.co.ke/the-boma-nairobi/	USD 125	12 Kms	Jerusha Njaramba Sales Account Manager Email: jerusha.njaramba@theboma.co.ke
The Curve by the Park https://tsghospitality.co.ke/the-curve-by-the-park/ ;	USD100 (for 2 Pax) (bed only) USD150 (for 4 Pax), Bed only Breakfast at USD10 P/P	7.6 Kms	marketing@tsghospitality.co.ke ; or marketing@tsghospitality.co.ke ;
The Panari Hotel https://www.panarihotels.com/hotel-nairobi/ ;	US 95	11.6kms	Mercy Kariuki sales5@panarihotels.com ;

❖ **eTA and visa application process:**

The Government of Kenya has amended their visa regulation in January 2024 by introducing the **Electronic Travel Authorization (eTA) where all foreign nationals travelling to Kenya are required to complete the eTA prior to travel to Kenya.**

All Participants are required to apply for a visa through the eTA portal (<https://www.etakenya.go.ke/en/evisa.html>) and submit their online application prior to travel to Kenya.

Please note that all documents and photos must be uploaded in JPEG format.

Travellers can submit their applications up to 3 months prior to travel and must apply at the latest 7 days prior to travel to ensure adequate time for processing and issuance of the eTA.

Information on eTA requirements can be found on the web site of the Directorate of Immigration & Citizen Services of the Ministry of the Interior and National Administration of the Government of the Republic of Kenya at the following link: <https://www.etakenya.go.ke/en/evisa.html>

Countries whose nationals do not require an eTA to enter Kenya for up to six months are: Burundi, Democratic Republic of Congo, Rwanda, South Sudan, Uganda and United Republic of Tanzania.

The Visa requirement guidelines are available on the Registration Portal. Upon registration, you will be able to download your invitation letter and other IUCN documents that are required for the visa application. Any queries on the visa application can be directed to visadesk@bcdtravel.co.ke with a copy to africaconservationforum@iucn.org.

❖ **Health Requirements**

Yellow Fever Vaccination is a requirement for entry to Kenya. If you don't have the vaccination certificate, please ensure to get vaccinated 10 days prior to your travel and they issue you with a valid certificate.

Risk of Malaria exists throughout the year in the whole country, including game parks, the city of Nairobi and in the highlands at altitudes above 2,500 m of Central, Eastern, Nyanza, Rift Valley and Western provinces.

Please note that tap water is not safe to drink in Kenya, however, bottled water is readily available.

❖ **Security Information**

In Nairobi, one must be vigilant, always remain alert and conscious of your surroundings when going about your activities. The level of crime in Kenya, particularly Nairobi and other big cities is high.



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Caution should be exercised always. Crime ranges from petty theft, to kidnapping, mobile phone fraud and carjacking.

Some precautions are as follows:

- Stay alert in locations frequented by tourists/foreigners;
- Keep your passport, traveller's cheques, excess money and any other valuables to be locked in the hotel's safe.
- Always carry a copy of your passport and visa (if applicable).
- Do not walk on your own at night in the major cities;
- Do not carry a lot of cash with you or wear expensive jewellery;
- Do not physically resist any robbery attempt;
- Monitor local media for breaking events and be prepared to adjust your plans;
- Make contingency plans to leave the country in the event of an emergency.

Avoid travel in the areas within 100 kms of the following borders: Somalia, Ethiopia and South Sudan.

For more specific security advice both before and during the meeting, please check your national foreign Office travel advisory for Kenya.

- ❖ All major forms of credit card are accepted in Kenya. Banks and Bureau de Change are available at the airport and in most shopping malls. Banks are open in general from Monday to Friday between 0900 hrs and 1600 hrs, and Saturdays between 0900 hrs and 1200 hrs. Kindly note that banks are closed on Sundays and public holidays. ATMs with multinational financial services are available in most of the shopping malls.
- ❖ The voltage in Kenya is 220 – 240 volts. The sockets require a 3 square pin plug.
- ❖ The official language of the forum is English and French.
- ❖ Nairobi is generally a safe city. However, like in any other country, reasonable precautions should be taken. Avoid walking alone at night and lock your valuables in your hotel safe. We will provide a security brief for the forum.
- ❖ Weather: The average temperature in Nairobi is 18°C in June, with highs of 23°C and lows of 12°C.
- ❖ Local time: The time zone in Nairobi is GMT+3
- ❖ Should you wish to visit other places in Kenya before or after the forum, then reach out to our official travel agent IUCNACF2024@bcdtravel.co.ke
- ❖ ACF Secretariat Contacts:
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