Logistics Overview

On behalf of the Global Alliance for Clean Cookstoves, the United Nations Foundation, UNHCR Kenya, the International Organization on Migration (IOM), and the World Food Programme (WFP), we welcome your participation in the 2017 Safe Access to Fuel and Energy (SAFE) Humanitarian Workshop in Nairobi, Kenya. Please use this document as a resource for planning your travel and accommodations for the event.

The Workshop

Activities

The SAFE Humanitarian Workshop will take place from Tuesday, November 28th — Thursday, November 30th at the Crowne Plaza Nairobi hotel. It will feature three full days of panels, group discussions, and in-depth training sessions. Lunch and two coffee and tea breaks will be provided each day. A breakout room with 75-person capacity will be available for side meetings and discussions throughout the workshop.

A Welcome Reception for workshop participants on the evening of Tuesday, November 28th (see Agenda for exact time). Drinks and light food will be served. An additional Networking Reception for workshop participants and members of the Energy Access Practitioner Network will take place immediately following the close of the SAFE Workshop on November 30th.

On Friday, December 1st, the United Nations Foundation will host a side event on Mini/Micro-grids for Refugee Camp Settings. See Agenda for details, or download the concept note to learn more.

There is no cost to attend any of the above events; however, participants should indicate which events they plan to attend in their registration in order to receive food and beverage tickets.

The Venue

Address

The workshop will take place at the Crowne Plaza Nairobi hotel, located on the Kenya Road in Upperhill, Nairobi, 00100.

Contact Info

Phone: +254 719 096000
Email: reservations@cpnairobi.com
Cc: Lenah Ndubi, lenah.ndubi@cpnairobi.com
**Accommodations**

Nairobi offers numerous options for lodging during the conference; participants are welcome to stay wherever is most convenient. We recommend the following locations:

- **Crowne Plaza Nairobi hotel** – *Conference Venue.* (See details below)
- **Radisson Blu Hotel** – 2 mins walk from the Crowne Plaza
- **Fairview Hotel** - 1.7km from the Crowne Plaza
- **Sarova Panafric Hotel Nairobi** - 2.5km from the Crowne Plaza
- **Laico Regency Hotel**— 2.8km away from Crowne Plaza

**Crowne Plaza Nairobi**

**Room Rates & Booking**

The Crowne Plaza Nairobi hotel is offering a discounted rate of USD $180.00 per room per night to workshop participants from November 27th - December 1st 2017. To book a room at this rate, email Lenah Ndubi, lenah.ndubi@cpnairobi.com (cc:reservations@cpnairobi.com) and mention that you are a ‘SAFE workshop/UNF Delegate’. Spaces at the hotel are limited and based on availability, so we recommend that you book as soon as possible.

The room rate includes breakfast with amenities provided in the individual rooms as king sized bed, fully air conditioned, wireless data connections, Interactive TV, Payable Mini Bar, In Room electronic safe, tea and coffee making facilities, fitness centre, and business centre.

**Check In/ Out Times**

Check in time is 2.00 p.m. Check out time is 11.00 a.m. Requests for early check in and late departures should be directed to the reservations department at the time of making the booking. Late checkout charges will apply.

**Transfer Services**

Airport transfers are available at a nominal charge of Usd 30.00 per car one way. Flight details should be submitted at least 24 hours in advance for individuals but for groups of above 10 guests, reservations for the same should be submitted at least 7 days prior to the arrival date.

**Travel Recommendations**

**Yellow Fever**

The government of Kenya requires proof of yellow fever vaccination if you are traveling from a country with risk of yellow fever (this does not include the US - for complete list, see Countries with risk of yellow fever virus (YFV) transmission.

The U.S. Center for Disease Control also provides useful information regarding travel to Nairobi: https://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya
Travel Risk

The workshop coordinators are closely monitoring potential security risks associated with travel to Nairobi due to the ongoing Kenyan election process, and we will keep participants informed. While we do not anticipate problems, you travel to Kenya at your own risk. In the unlikely event that the workshop is cancelled, the SAFE Working Group cannot reimburse travel costs.

Visa Information

Apply for your Kenyan Visa: Foreign nationals may apply online for a single entry Kenyan visa at http://evisa.go.ke/evisa.html. Please note that requirements may differ by your country of origin. We recommend that you apply as soon as possible to avoid delays. Be careful to avoid fake online visa scam sites. We recommend using the official government link above. If you require a letter of invitation to obtain a Kenyan visa, email info@safefuelandenergy.org with your passport number and the issuing country by no later than Wednesday, November 22nd.

Communications & FAQ

Have a question? Have a suggestion? Simply want to say hello? The 2017 SAFE Workshop is using the newly launched EnergyCoP platform for practitioners working in the humanitarian-energy nexus to provide live updates before and during the workshop, as well as answer frequently asked questions (FAQs). Create an account on EnergyCop today to join the discussion and visit the 2017 SAFE Workshop Message Board to stay up to date!

Visit the Event Page for more details on the workshop and helpful tips for your travel to Kenya, and follow @SafeFuelEnergy on Twitter for live updates as we count down to the workshop!