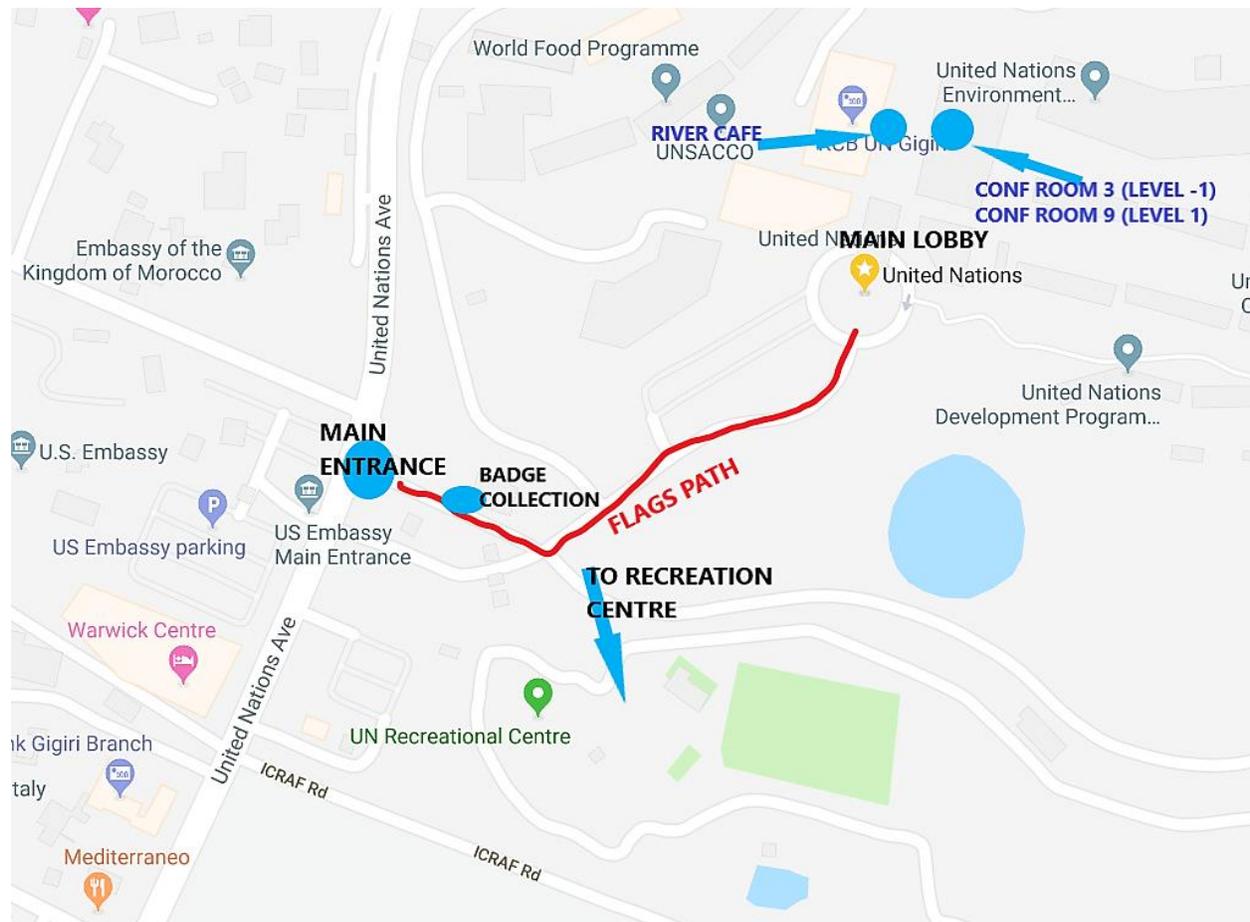


# 6. LOGISTICS

## 6.1 Getting here

The Symposium is to be held at **United Nations Office at Nairobi**, Gigiri Complex. Access is via UN Avenue (see map). Vehicles can drop off passengers in front of the main gate on UN Avenue.

**Map 1. United Nations Office at Nairobi**



**Procedures for Badge Collection:** All participants will be pre-registered with Security. **Please bring your national passport for identity verification.** Please proceed to the window counter at the Main Gate on United Nations Avenue where your registration will be confirmed by Security. You will be required to pass airport-style security screening, so it is advisable not to bring large luggage items. Once through security, please proceed to the dedicated event desk (marked on the map) near the Visitors Pavilion, where your security badge will be available for collection. It is a requirement that this be worn at all times while in the Compound.

## **6.2 The Venue**

The 140-acre UN Gigiri complex is a peaceful place, adjacent to the famous Karura Forest, where the Nobel Laureate, Prof. Wangari Maathai, sought refuge and sanctuary when this green asset was a subject of land sub-division by the Kenya Government at the time.

The UN Gigiri Complex has a variety of unique natural habitats and thematic artefacts. It also boasts of an ecologically balanced environment, with a set of constructed wetlands filled with reed-beds and artificial water features, to support its primary wastewater treatment. A designated biodiversity 'arboretum' with an assemblage of indigenous tree species is situated on the southern end of the Complex with interpretive nature trails. Staff use this biodiversity feature for jogging, in addition to the paved walking tracts along the perimeter fence of the complex property.

While at the UN Complex in Gigiri, please refrain from feeding the Sykes' monkeys. They are wild animals and should not be fed with any left-over food meant for human consumption. This is bad for their digestive systems and their teeth, apart from getting them acquire food snatching habits and conflicts with humans.

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## **6.3 Finding the meeting rooms**

Plenary sessions will be held in **Conference Room 3** (see Map 1). From badge collection, follow the path bordered by national flags to the main entrance to the Conference Area (next to the large "karibUNI" letters). Proceed through the lobby and down the main stairs. Conference Room 3 is on your right.

Some break-out sessions will be held in **Conference Room 9** which is two floors above Conference Room 3/The River Café.

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## **6.4 Lunches and Networking Reception**

Lunches will be served at the **River Café** (See Map) which is on the opposite side of the courtyard to Conference Room 3.

A **Networking Reception** is to be hold on **Tuesday 26 February from 18:30 to 21:30** at the **UN Recreational Centre**. This is within the UN compound, as indicated on the map. From the main entrance to the Conference Area, proceed back along the path with flags towards the main entrance. At the end of the flags, cross the road to your left (with care!) and the Recreation Centre is ahead of you behind metal gates. Attendants will be on hand to direct you.

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## **6.5 Wi-Fi**

Free Wi-Fi facility will be available in the UNON complex and all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES'.

## **6.6 Health and safety**

Malaria is common throughout the year in many parts of Kenya. Nairobi, the capital city, is generally malaria-free but this does not exclude the need to stay safe from infection by mosquitoes. It is recommended to consult your doctor about malaria prophylaxis if travelling into Kenya and beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms).

Food and waterborne diseases including diarrhea are common – depending on the hygiene standards of the places you visit. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than fruits and vegetables that you have peeled off yourself. Wash hands frequently with soap and water or sanitizers at designated spots in eateries and restaurants.

Medical costs incurred in Kenya will be directly borne by the participant. It is therefore strongly recommended that you arrange for your own travel health insurance prior to departure from your country and arrival in Kenya.

The UNON Medical Clinic emergency and first aid assistance, including on-call (24-hour) ambulance services are available. On-site medical assistance is available during all meetings, conferences and events. The UNON clinic also offers general medical assistance, vaccinations and a broad range of medical services.

Location: Block F, Room 117

Reception lines: +254 (0)20 762 2267, +254 20 762 2268

Emergency lines: +254 (0)20 7625999, +254 724 255 378

Email: unon-jms-medical@un.org, unon-jms-medicalvacuation@un.org

Open Monday – Thursday: 10:00 to 12:30hrs and 14:00 to 16:00hrs

Friday 10:30 00 to 13:30hrs and during meeting hours. No service is available on weekends.

Over the weekends please dial the 24-hour UNON control room: +254(0)20762 6666

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## **6.7 Security**

Participants are personally responsible for their movements outside the UN Complex. For your own safety, kindly read and follow these tips:

- When walking, keep to the main roads and avoid shortcuts down back alleys and the like. However, where possible, take a taxi rather than walking (refer to section with information on recommended taxi services)
- Ignore street children and people coming up to you in the streets with hard-luck tales. They may be pickpockets or part of an elaborate scam. The best thing to do is just to walk on and ignore them.
- Do not carry large sums of money. Avoid carrying credit cards, wearing expensive jewelry, watches or the like when walking in the street. Wherever possible, please do not walk alone.

## 6.8 Emergency numbers

UNON Security	+254 (0) 20 762 6666
Kenyan Police	+254 999 or +254 (0) 20 272 4201
Diplomatic Police	+254 (0) 726 283 030 or +254 (0) 735 356 506
Nairobi Hospital	+254 (0) 20 284 5000
Aga Khan Hospital	+254 (0) 20 366 2000
St. John Ambulance Service	+254 (0) 20 221 0000/224 1000

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## 6.9 Money

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are approximately: 1 US Dollar = KES 101 and 1 EUR = KES 116.

Foreign currency can be changed at JKIA, which has 24-hr service, banks and foreign currency exchange bureaus. Banks with ATM services in major centers across the city are open from 09:00 to 16:00hrs Monday to Friday and from 09:00 to 12:00hrs on Saturdays. Some ATMs can dispense foreign currency in US Dollars.

Within the UNON complex there are four ATMs on the lower concourse; two next to the Kenya Commercial Bank, one is near the UNFCU (United Nations Federal Credit Union) and the last one is next to Standard Chartered Bank. There are also two ATMs (KCB and UNFCU) at the UN Commissary on the northern end of the UN Gigiri Complex.

Major international cards are accepted. Credit card fraud occurs in Kenya as in most other parts of the world, therefore the usual standard precautions should be taken.

Travelers' cheques are accepted at most banks, foreign currency exchange bureaus, hotels and stores in major malls.