A. MEETING SCHEDULE AND VENUE
The Mercy Corps AgriFin Accelerate Program Annual Learning Event is scheduled to take place on 31 January 2018 at the Radisson Blu Hotel in Nairobi, Kenya.

Details of the meeting venue
Radisson Blu Hotel
Elgon Road, Upper Hill
Nairobi Kenya
Tel: +254 709 810 000

B. IMMIGRATION REQUIREMENTS
Please check with the Kenyan Embassy in your respective countries for individual country visa requirements. Individual visa support letters will be provided to you by AFA. For AFA-sponsored participants, the visa fee will be reimbursed upon presentation of an official receipt.

Please send a copy of your passport to tmwangi@mercycorpsafrica.org (copy info@mercycorpsafrica.org if not done already). This will be helpful in sending visa support letters to facilitate visa issue for both sponsored and self-sponsored participants.

Visa on arrival is also available upon your arrival at the Jomo Kenyatta International Airport in Nairobi. However, to avoid any confusion, kindly confirm with the Kenyan Embassy in your respective countries prior to your travel.

Please check the list of countries and nationals that do not require a visa for entry into Kenya: https://immigration.ecitizen.go.ke/index.php?id=6

C. ACCOMMODATION
Participants are encouraged to get in touch with any of the below listed hotels to make their accommodation arrangements. Kindly send us details of your hotel reservation for facilitation of local transportation. Participants will be responsible for settling all their expenses at the hotel.
D. LOCAL TRANSPORTATION GUIDANCE

The airport is approximately 1 hour away from the above mentioned hotels.

AFA has arranged airport transfer for sponsored participants, and the detailed information for the transfer service will be sent in a separate email message shortly.

Taxis are available at the airport and costs KES 2,000 (approx. $20) for transfers to the airport to the mentioned hotels.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Contact email:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Greyhound Limited</td>
<td><a href="mailto:em@ghhltd.co.ke">em@ghhltd.co.ke</a></td>
<td>Contact no: 0722341444</td>
</tr>
<tr>
<td>2</td>
<td>Motogari Limited</td>
<td>Contact no: 0795064533</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Uber</td>
<td>The mobile app works in Nairobi</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Little Cabs</td>
<td>Download the app from the Play Store</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Taxify</td>
<td>Download the app from the Play Store</td>
<td></td>
</tr>
</tbody>
</table>
A. MEETING SCHEDULE AND VENUE
The Mercy Corps AgriFin Accelerate Program Annual Learning Event is scheduled to take place on 31 January 2018 at the Radisson Blu Hotel in Nairobi, Kenya.

Details of the meeting venue
Radisson Blu Hotel
Elgon Road, Upper Hill
Nairobi Kenya
Tel: +254 709 810 000

B. TRAVEL ARRANGEMENTS
1. FOR SPONSORED PARTICIPANTS
The Mercy Corps AgriFin Accelerate Program (AFA) will provide travel support to sponsored participants. This will include a round trip air ticket by the most economical route in economy class only. AFA will contact the sponsored participants directly in connection with travel arrangements.

The AFA sponsored participants are not authorized to purchase their own ticket. The request of reimbursement of air ticket purchased by sponsored participants will not be permissible.

After the ticket is issued, the participants should contact directly the airline by themselves for any changes requested. This will be considered as personal request, and the participants are responsible for covering from their own funds any additional cost due to changes made.

2. FOR SELF-SPONSORED PARTICIPANTS
All other participants are required to make the travel arrangements at their cost.

C. IMMIGRATION REQUIREMENTS
Please check with the embassy of Kenya in your respective countries for individual country visa requirements. Individual visa support letters will be provided to you by AFA. For AFA-sponsored participants, the visa fee will be reimbursed upon presentation of an official receipt.

Please send a copy of your passport to tmwangi@mercycorpsafa.org (copy info@mercycorpsafa.org if not done already). This will be helpful in sending visa support letters to facilitate visa issue for both sponsored and self-sponsored participants.

Visa on arrival is also available upon your arrival at the Jomo Kenyatta International Airport in Nairobi. However, to avoid any confusion, kindly confirm with the Kenyan Embassy in your respective countries prior to your travel.

Please check the list of countries and nationals that do not require a visa for entry into Kenya: https://immigration.ecitizen.go.ke/index.php?id=6
D. VACCINES AND MEDICINES
Make sure you are up-to-date on routine vaccines before your trip. The government of Kenya also requires proof in the form of a yellow fever vaccination certificate if you are traveling from a country with risk of yellow fever.

It is advisable to check the vaccines and medicines list and visit your doctor (ideally, 4-6 weeks) before your trip to get vaccines or medicines you may need. The list of general vaccines is annexed.

E. TRAVEL INSURANCE
All participants are strongly recommended to obtain Travel Insurance prior to travel. Emergency and hospital claims are NOT covered by AFA in case of accident or illness.

F. DAILY SUBSISTENCE ALLOWANCE
(FOR SPONSORED PARTICIPANTS ONLY)
There will be no subsistence allowance (DSA) / per diem payments. The participants are also responsible for covering their other related personal costs; such as mini bar in the room, telephone costs, etc.

Kindly note that, the cost of insurance and daily miscellaneous expenses are to be covered by the participants.

For participants who wish to stay before and beyond the official workshop period, expenses will be to their personal account.

G. ACCOMMODATION
Participants are encouraged to get in touch with any of the below listed hotels to make their accommodation arrangements. Kindly send us details of your hotel reservation for facilitation of local transportation. Participants will be responsible for settling all their expenses at the hotel.

<table>
<thead>
<tr>
<th></th>
<th>Hotel</th>
<th>Contact email</th>
<th>Rate</th>
<th>Airport Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Radisson Blu Hotel</td>
<td><a href="mailto:reservations.nairobi@radissonblu.com">reservations.nairobi@radissonblu.com</a> and copy <a href="mailto:barbara.wangui@radissonblu.com">barbara.wangui@radissonblu.com</a></td>
<td>USD 200 per person per night (B&amp;B)</td>
<td>USD 46 one way</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bidwood Hotel</td>
<td><a href="mailto:reservations@bidwoodsuites.com">reservations@bidwoodsuites.com</a></td>
<td>USD 130 per person per night (B&amp;B)</td>
<td></td>
</tr>
</tbody>
</table>
H. LOCAL TRANSPORTATION GUIDANCE

The airport is approximately 1 hour away from the above mentioned hotels.

AFA has arranged airport transfer for sponsored participants, and the detailed information for
the transfer service will be sent in a separate email message shortly.

Taxis are available at the airport and costs KES 2,000 (approx. $20) for a drive from the
airport to the mentioned hotels.

<p>| | | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
</table>
| 1 | Greyhound Limited | Contact email: em@ghhltltd.co.ke
  |   |   | Contact no: +254 722 341 444 |
| 2 | Motogari Limited  | Contact no: +254 795 064 533 |
| 3 | Uber             | The mobile app works in Nairobi |
| 4 | Little Cabs      | Download the app from the Play Store |
| 5 | Taxify           | Download the app from the Play Store |

I. FOOD

Breakfast is complimentary in the negotiated rate as mentioned for the above mentioned
hotels. During the ALE, lunch, morning/afternoon teas, water and snacks will be provided to all
participants.

While breakfast costs are incorporated into daily hotel costs, dinner/supper will be at
participants’ own expense.

J. WORKING LANGUAGE

The working language of the meeting will be English.

K. LOCAL INFORMATION

There are many languages spoken in Kenya. The official language of Kenya is English. The other
major language is Kiswahili.

Local standard time is GMT/UTC + 3 hour (East Africa Time).

Local currency is Kenya Shilling (KES); with an exchange rate estimated at: USD 1 equivalent to
KES 103.04
L. WEATHER IN NAIROBI
Nairobi lies in the south of Kenya (1.2921° S and 36.8219° E) at an altitude of 1,795 m (5,889 ft). Weather during the event day (31 January 2018) is expected to be dry with an average high of 25˚C and low of 22˚C (77˚ F and 71.6˚ F respectively). It is advisable to bring light warm clothing as evenings tend to get chilly.

CONTACT PERSONS

For further information, please contact:

Terry Mwangi
Admin/Finance Assistant
Mobile: +254 798 499 277
Email: tmwangi@mercycorps.org

Hottensiah Mumbi
Operations & HR Manager
Mobile: +254 724 357 497
Email: hkinyanjui@mercycorps.org
## Annex: List of Vaccines

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hepatitis A</strong></td>
<td>CDC recommends this vaccine because you can get hepatitis A through contaminated food or water in Kenya, regardless of where you are eating or staying.</td>
</tr>
<tr>
<td><strong>Malaria</strong></td>
<td>You will need to take prescription medicine before, during, and after your trip to prevent malaria. Your doctor can help you decide which medicine is right for you, and also talk to you about other steps you can take to prevent malaria. See more detailed information about <a href="#">malaria in Kenya</a>.</td>
</tr>
</tbody>
</table>
| **Polio**        | You may need a polio vaccine before your trip to Kenya.  
  - If you were vaccinated against polio as a child but have never had an additional dose as an adult, you should get an additional dose. Adults need only one additional dose in their lives.  
  - If you were not completely vaccinated as a child or do not know your vaccination status, talk to your doctor about getting vaccinated. If visiting Kenya with children, it is especially important to make sure they are up-to-date on their routine polio vaccinations. |
| **Typhoid**      | You can get typhoid through contaminated food or water in Kenya. CDC recommends this vaccine for most travelers, especially if you are staying with friends or relatives, visiting smaller cities or rural areas, or if you are an adventurous eater. |
| **Yellow Fever** | Health recommendation: Yellow fever is a risk in Kenya, so CDC recommends this vaccine for all travelers who are 9 months of age or older.  
  - Country entry requirement: The government of Kenya also 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](#)).  
  - See more information on [yellow fever recommendations and requirements for Kenya](#). |
| **Hepatitis B**  | You can get hepatitis B through sexual contact, contaminated needles, and blood products, so CDC recommends this vaccine if you might have sex with a new partner, get a tattoo or piercing, or have any medical procedures. |
| **Meningitis**   | Kenya is part of the "meningitis belt" of sub-Saharan Africa ([see map](#)). CDC recommends this vaccine if you plan to visit Kenya during the dry season (December–June), when the disease is most common. |

### Additional key information
- Get vaccinated
- Take antimalarial meds
- Eat and drink safely
- Prevent bug bites
- Keep away from animals
- Reduce your exposure to germs