



General Assembly

20 April 2009

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African Regional Preparatory Meeting for the Twelfth United Nations Congress on Crime Prevention and Criminal Justice

Nairobi, 8-10 September 2009

Information for participants

1. Date and venue

1. The African Regional Preparatory Meeting for the Twelfth United Nations Congress on Crime Prevention and Criminal Justice will be held at the United Nations Office at Nairobi (UNON) in Gigiri, Nairobi from 8 to 10 September 2009.
2. The address of the United Nations Complex is:

United Nations Office at Nairobi
United Nations Avenue
Gigiri, Nairobi
Kenya 00200
Telephone: + (254) (20) 762 1234
Facsimile: + (254) (20) 762 3930
3. The opening meeting will be convened on Tuesday, 8 September 2009, at 10 a.m. The daily schedule for all subsequent meetings will be 10 a.m.-1 p.m. and 3-6 p.m.

2. Registration

4. All participants are requested to be at the Registration Counter, located on the visitors pavilion immediately after the first security check point of the United Nations Complex, on 8 September between 8.00 and 9.45 a.m. for registration and issuance of identification badges. Participants should wear their badges at all times during their participation in the meeting and while they remain on United Nations premises.

3. Documentation

5. Documents may be downloaded from the website of the United Nations Office on Drugs and Crime (<http://www.unodc.org/unodc/en/crime-congress-preparatory-meetings/index.html>). Participants are urged to bring their copies with them to



Nairobi. Only a limited number of copies of such documents will be available during the meeting.

4. Immigration requirements

6. Visas are required for all participants travelling to Kenya. Please contact the local Kenyan consulate/embassy to find out the visa requirements for your particular country.

5. Health care

7. Due to its altitude, there is no malaria in Nairobi. A yellow fever inoculation certificate is mandatory for visitors in Kenya and vaccination should be given 10 days prior to departure (*please check your local embassy for updated information*).

6. Currency/banks

8. The official currency of Kenya is Kenyan Shilling (KES). As of April 2009, the rate of exchange was:

1 US Dollar = 79.8 Kenyan Shillings

1 Euro = 105.2 Kenyan Shillings

9. There are two banks at the UNON Complex. The United Nations Federal Credit Union (UNFCU) and the Kenyan Commercial Bank (KCB). While the UNFCU offers only limited services to UNFCU account holders, the KCB offers all normal banking transactions including exchange. Both banks are open between 9 a.m. and 4 p.m. from Monday to Friday.

7. Arrival at the airport and return bookings

10. Participants should make their own transportation arrangements from Jomo Kenyatta International Airport to their respective hotels. Taxi services into the city are available from Jomo Kenyatta International Airport. Participants are strongly recommended to use taxis from the licensed taxi service located before their exit of the baggage claim area. Taxi fare from the airport to Gigiri is approximately Kshs 2,000.00.

11. Participants must secure their return/onward air passage prior to their arrival in Nairobi. There are travel agencies in the UNON building that can assist with reconfirmation of tickets and can provide travel- and tour-related information.

8. Climate

12. The temperature in Nairobi from mid-June to early October is between 10 to 21 degrees centigrade.

9. Electricity

13. Electric current in Nairobi is 220/240V, 50Hz; British-style three-prong plugs and European two-pin plugs (the narrower variety) are used.

10. First aid facilities

14. Emergency first aid will be available throughout the duration of the meetings from the UN Clinic. The services of a doctor will be obtainable if required. A nurse will be on duty during meeting hours, and can be contacted in F-124, ext. 5999. Alternatively, participants may request the assistance of any Meeting Room Attendant or Security officers.

11. Officers concerned with servicing the meeting

15. The United Nations Office on Drugs and Crime is responsible for the substantive servicing of the Meeting (contact numbers in Vienna: facsimile + (43) (1) 26060-5933; email: reg.prep.mtg@unodc.org).

16. The United Nations Office at Nairobi is responsible for the administrative and logistic arrangements for the Meeting. Daily conference services are the responsibility of Francisco Vasquez, Chief Meeting Coordination Unit, United Nations Complex (telephone: + (254) (20) 762 3124; facsimile: + (254) (20) 762 3930; electronic mail: francisco.vasquez@unon.org).

17. Simultaneous interpretation services in Arabic, English and French will be provided at the Meeting.

12. Catering services

18. There are three caterers on the United Nations Complex contracted to provide food and beverages for breakfast, lunch and snacks for staff and visiting delegates participating in conferences. Meals and beverages are priced per item.

13. Hotels

19. Participants are required to make their own arrangements for accommodation. A list of recommended hotels and their corresponding room rates can be downloaded from the United Nations Office at Nairobi website:

<http://www.unon.org/visitors.php>

<http://www.unon.org/docs/Hotel%20Rates%2030-01-2009-G.pdf>
