



## IPC Excellence in Facilitation for Level 3 Certification

27 - 29 November, Jacaranda Hotel, Nairobi Jacaranda Hotel, Nairobi, Kenya

### Information Note for Participants of the Meeting

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#### ORGANIZATION OF THE MEETING



- The IPC L2 Certification meeting will be held from 27 - 29 Nov, 2019 in Jacaranda hotel.
- Depending on traffic, Jacaranda Hotel is a 30-60 minute drive from Jomo Kenyatta International airport.
- Check in at Jacaranda hotel will be on 26 Nov and Check-out will be on 30 Nov 2019.
- Accommodation is booked at Jacaranda Hotel on Bed and Breakfast. Lunch will be provided only on the meeting days.
- Participants are required to make their own arrangement for transfers to and from the airport. To that effect, you will receive “terminals” (USD 152) which is part of your DSA – to cover all airport transfers. There will be no airport pickups, kindly organize with the hotel or use the recommended taxi services.
- Participants residing in Nairobi are required to make their own arrangement for transfers to and from their residence.
- For FAO Staff, keep with you all your boarding passes, visa receipts and any other invoice for expenses incurred during your trip for the purpose of your TEC. Please note that your TEC will be handled by your respective country offices after the Training.

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#### ACCOMMODATION & DAILY SUBSISTENCE ALLOWANCE (DSA)



1. Accommodation has been booked for you at Jacaranda hotel on the basis of bed and breakfast, hence you will receive a DSA that will compromise of dinner, incidentals and terminals. Lunch will be provided with the exception of the travel date which will be paid in your DSA.
2. DSA will be paid in Nairobi on the meeting days.



#### Jacaranda hotel

Woodvale Close, off Waiyaki Way, Westlands, Nairobi

Web site: <https://jacarandahotels.com/home/>

Main Telephone : +254 711 089 000

E-mail: [cro@jacarandahotels.com](mailto:cro@jacarandahotels.com)

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#### MEALS



- Breakfast, Two Coffee Breaks, lunch will be provided at the Meeting venue as per the meeting agenda.
- Costs for other services, i.e. laundry, telephone, etc., will be met by the participants.

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#### INTERNET ACCESS

- Meeting Rooms have Wi-Fi facilities.
- Participants are kindly reminded to come along with a traveler's adaptor, if necessary.

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#### SECURITY

- As a whole Jacaranda hotel is relatively crime free. However, as in any other place in the world, there are those that do not stay within the law. Be on alert for handbag, laptop and cellular phone snatchers and pickpockets or suspicious looking persons. Remember crime awareness beats crime.
- All Participants should have their name badges/IDS at all times for identification purposes.

##### FAO Security Focal person:

Mr. John Manyara

Security/protocol officer

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#### MEETING FOCAL PERSONS

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