



CENTRE OF EXCELLENCE
for CRVS Systems



INFORMATION NOTE

4th Global CRVS and Gender Symposium

Date: 15–17 October 2025

Venue: Safari Park Hotel & Casino Nairobi, Kenya

WELCOME TO NAIROBI, KENYA!

We are pleased to share the following logistical information for the upcoming 4th Global CRVS and Gender Symposium, which will take place from 15 to 17 October 2025 at the Safari Park Hotel & Casino, Nairobi, Kenya. We trust that this information will assist you in preparing for the meeting.

VENUE:

Safari Park Hotel & Casino

Located along Thika Super Highway, Exit 7B

Tel: +254 709 732 000, +254 20 36 33 000

Email: sales@safariparkhotel.co.ke

ORGANISING COMMITTEE	Priscilla Idele Chief, Data and Analytics Branch UNFPA HQ Romesh Silva Technical Specialist, Health and Social Inequalities UNFPA HQ Mobile: +1(443) 852-7890 Email: rosilva@unfpa.org Violet Kinuthia Technical Specialist and Manager, Centre of Excellence on CRVS, UNFPA HQ Mobile: +1(609) 366-7453 Email: kinuthia@unfpa.org
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WORKING LANGUAGE	All sessions will be held in English, with simultaneous French translation provided.
WORKING HOURS	Please refer to the meeting agenda on the symposium website: https://www.crvs-gender.com/en/program
MEETING DOCUMENTS	Participants are encouraged to bring laptops and any printed documents they may require, such as the Concept Note and Information Note.
VISA REQUIREMENTS	As of 1 January 2021, all applications for entry visas to Kenya must be processed, paid for and issued online before travel. The e-visa applications are to be made before travel to Kenya. No visas will be issued on arrival. Delegates should apply via: http://www.evisa.go.ke Holders of diplomatic passports may apply for a courtesy visa on the same platform: http://evisa.go.ke/courtesy-visa.html UN staff members travelling on official business with a valid UN Laisser- Passer do not require a visa to enter Kenya.

	For information on visa eligibility, see http://evisa.go.ke/eligibility.html Participants whose nationality requires a referral visa (see list of countries below) may apply online via: https://www.ecitizen.go.ke/ Please use the official invitation letter provided by UNFPA to facilitate visa approval.
TRAVEL FOR PARTICIPANTS	All participants (except those attending pre symposium curtain raiser events) are expected to arrive in Nairobi on Tuesday, 14 October 2025, and depart on Saturday, 18 October 2025. For eligible staff, the respective UNFPA country offices will cover travel tickets, DSA and terminal costs.
DSA / PER DIEM	The per diem rate for Nairobi, Kenya in October will be calculated to the prevailing UN rate at that time. UNFPA will cover all conference-related costs including morning and afternoon tea breaks and group lunches during the meeting days. There will be no group dinner; participants are free to make their own dining arrangements. DSA Disbursement Schedule 14 October (Arrival Date): Full DSA, including terminal allowance 15-17 October: 88% (lunch provided) 18 October (Departure Date): No DSA
TRANSPORTATION	Participants are encouraged to arrange their own transportation from Jomo Kenyatta International Airport to the hotel upon arrival, and from the hotel to airport upon departure. A terminal allowance of USD188.00 will be paid together with the DSA to cover these transfers. Recommended transport options The recommended transport at the Jomo Kenyatta International Airport (JKIA) is Uber or Jim Cab Services. For more information, proceed to the JKIA's information desk.

	Uber: Available at JKIA, which offers free Wi-Fi connection. Please register using the Uber app and using your roaming mobile number. JimCab: For details, visit: https://www.jimcab.co.ke/ • JKIA to Safari Park Hotel: Saloon car - Ksh 2,000.00 (approximately USD 15) Larger vehicle (Noah/Voxy- Ksh 3,000.00 (approximately USD 23) • Booking: Email info@jimcab.co.ke or call +254711082153, +254714333777 +254737333222. • Payment options: M-PESA <i>Buy Goods</i> till number 360152 (for those with a Kenyan Safaricom line registered on MPESA) Cash payment upon arrival (receipt provided) Hotel Airport Transfer Services - Safari Park Hotel & Casino • Rate: USD 50 one way and for a four-seater car (cost may be shared by up to four people). • Booking: Contact: Samson Mwangangi Asst. Sales & Marketing Manager Safari Park Hotel & Casino P.O Box 45038, Nairobi, 00100 Tel: +254 20 363 3000 +254 20 363 3978 +254 720 447 211 Email: smwangangi@safariparkhotel.co.ke Website: www.safaripark-hotel.com
HOTEL ACCOMMODATION	All participants are responsible for making their own accommodation bookings at the Safari Park Hotel & Casino. The hotel has reserved a block of 50 rooms for conference participants, available at a special rate until 31 August 2025: • USD 160 per night, bed and breakfast, single occupancy

	• USD 200 per night, bed and breakfast, double occupancy Booking link: https://book.nightsbridge.com/14655 • Username: UNFPA • Password: qwerty For further enquiries or support, please contact: Samson Mwangangi Asst. Sales & Marketing Manager Safari Park Hotel & Casino P.O Box 45038, Nairobi, 00100 Tel: +254 20 363 3000 +254 20 363 3978 +254 720 447 211 Email: smwangangi@safariparkhotel.co.ke Website: www.safaripark-hotel.com Nearby Hotel La Mada Hotel - Located near Safari Park Hotel & Casino. Please contact the hotel directly via its website for rates and availability. Note: Participants are required to settle all hotel bills before departure.
INTERNET CONNECTION	Complimentary Wi-Fi is available in guest rooms and conference halls at the hotel. Participants are encouraged to bring their own laptops.
COMMUNICATION	The international access code for Kenya is +254. Any calls made from hotel telephones will be added to your final bill.
ELECTRICITY	Kenya operates on a 240V supply voltage and 50Hz frequency. The plug type used is Type G (three rectangular pins in a triangular pattern).
CURRENCY/ FOREIGN EXCHANGE	The local currency is the Kenyan Shilling (KES). Exchange rate as of 30 June 2025: 1 USD = 128.99 KES (as of 30 June 2025).

	Currency exchange services are available at the airport and banks. Most establishments accept credit and debit cards. Participants should confirm with their banks that their cards are authorised for international transactions before travel.
WEATHER	Kindly refer to the below link for more information: https://www.timeanddate.com/worldclock/kenya/nairobi
SECURITY	There are no specific security concerns. However, delegates are advised to: • Remain on main streets and avoid poorly lit areas, alleys, crowded or isolated places. • Avoid walking in the streets after 20:00 hours. • Be vigilant and report all security incidents to the designated Focal Person or Operations Officer. • Avoid carrying large amounts of cash. • Keep all valuables, including credit cards and passports, in a safe place or locked in the room safe UN Security UN staff members are encouraged to register in TRIP before travelling to Kenya: https://dss.un.org Please ensure the hotel address is included in your security clearance request. UN Security Contacts: UN Security Operation Centre (SOC) Tel: +254 (020)7622053/2116, +254707722503, +254707722505
HEALTH AND VACCINATIONS	Participants are encouraged to obtain travel insurance or confirm that their existing insurance covers travel-related medical costs. Participants from yellow fever endemic countries (Ghana, Sierra Leone, Liberia) must carry a valid yellow fever vaccination certificate to enter Kenya. Travellers immunised against yellow fever are issued an internationally recognised certificate for inspection by immigration officials.

	Unvaccinated travellers may be denied entry into the country.
MEDICAL CONTACTS	Recommended medical assistance and important numbers Joint Medical Service +254 (020) 762 5999 +254 724 255 378 St. Johns Ambulance +254 721 225 285 +254 721 611 555 E-plus Ambulance +254 700 395 395 +254 738 395 395 AAR Ambulance +254 725 225 225 +254 (020) 271 7375 Diplomatic Police (DPU) +254 708 589 522 +254 731 170 666 Kenya Police 999, 112 +254 (020) 272 4154