



**United Nations Regional Seminar on Census Data
Dissemination and Spatial Analysis**

Nairobi - Kenya

14th – 17th September 2010

INFORMATION NOTE FOR PARTICIPANTS

SEMINAR ORGANIZERS

The seminar is organized by the United Nations Statistics Division (UNSD) in collaboration with the Kenya National Bureau of Statistics. The responsible officers representing the Organizers are:

UNITED NATIONS STATISTICS DIVISION (UNSD)

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OBJECTIVE OF THE SEMINAR

The seminar is organized as an activity under the *2010 World Population and Housing Census Programme* to improve national statistical capacity for planning and conducting population and housing censuses.

The regional seminar is intended to provide a forum for sharing national practices and experiences in the dissemination and use of census data. The seminar is expected to provide a basis for assessing national dissemination strategies as well as for taking stock of national capacities and challenges for meeting the increasing requirements of census data users. Furthermore, the seminar is expected to help in identifying good practices and lessons learned in the dissemination and analysis of census data.

PRE-SESSION DOCUMENTS

All official pre-session documents will be available for download at the UNSD website (<http://unstats.un.org/unsd/demographic/meetings/wshops/default.htm>). Participants are kindly reminded to bring their own copies of the pre-session documents for the meeting.

LANGUAGE

The seminar will be conducted in English and French. Professional simultaneous interpretation service will be provided.

VENUE & DATE OF THE SEMINAR

The seminar will be held in Nairobi, Kenya from 14 to 17 September 2010. The venue of the seminar will be:

Safari Park Hotel

Pavillion Conference Room
Thika Road, Kasarani, Nairobi
Tel: (254-20) 3633000
Fax: (254-20) 3633919
<http://safari-park-hotel.com/>

REGISTRATION AND IDENTIFICATION BADGES

Registration will take place on **14 September 2010** from **9:00am to 9:30am** at the Pavillion Conference Room, Safari Park Hotel.

Name badges will be issued based on the information received on the completed participation forms. Kindly carry your invitation letter and personal identification for on site accreditation.

For identification and security reasons, identification badges should be worn by all participants at all times during the conference and at official social functions.

OPENING OF THE SEMINAR

The official opening of the seminar will take place at 9:30 a.m. on Tuesday, 14 September 2010. The formal sessions of the seminar will be held daily from 9 a.m. to 12:30 p.m. and from 1:30 p.m. to 5 p.m.

IMMIGRATION REQUIREMENTS

All travellers arriving in Kenya should have a passport valid for at least six months.

Visas are required for all visitors traveling to Kenya, except for nationals of Eritrea and Ethiopia. For nationals of countries others than those noted above, please apply for your entry visas from the Kenyan High Commission, Embassy or Consulate nearest to you.

Participants are responsible for securing an entry visa from the nearest Kenyan consulate. The invitation letter originally sent to you along with a letter from your office stating your nomination is usually enough to obtain a visa. However, if you anticipate any difficulty the organizers can send you a letter addressed to the Kenyan consulate in your country to facilitate the issuance of entry visa.

Information on visa procedures, including a list of relevant Kenyan missions abroad, is available on the website of the Department of Immigration, Kenya (<http://www.immigration.go.ke>). The letter of invitation from UNSD should be attached in your application for entry visa.

Kenya entry visas for nationals from Cameroon, Mali and Senegal may require special advance clearance by the Kenyan authorities. Participants from these countries are advised to inquire the nearest Kenyan mission as soon as possible on the requirements for an entry visa and to contact the organizers for assistance if they anticipate any difficulty.

HEALTH

Visitors to Kenya should be in possession of a valid health certificate for yellow fever. A yellow fever vaccination certificate is mandatory for travellers coming from: Cameroon, Gambia, Guinea Bissau and Liberia. However, no guarantees can be given that no certificates are required from other countries. Malaria risk exists throughout the year in Kenya, though there is little risk in Nairobi and the highlands.

TRANSPORT

International travelers will arrive in Nairobi at the Jomo Kenyatta International Airport, which is located 15 kilometers from the city centre. Please take a taxi from the airport to the hotel¹.

The organizers will not provide transportation for participants from/to the airport.

HOTEL ACCOMMODATION

Participants are responsible for meeting their accommodation costs². However, the organizers have arranged a block booking of all international participants at the Safari Park Hotel (<http://safaripark-hotel.com/>) at a special rate. **It is strongly recommended that participants take accommodations at the Safari Park Hotel** (also the conference venue) because the hotel is located on the outskirts of Nairobi at a considerable distance from the city center (commute from the city center can take up to 2 hours during rush traffic). The rate of the hotel is \$180 (inclusive of taxes, service charge and breakfast). Participants will be responsible for all other additional costs i.e. telephone, Internet/fax, room service, mini-bar and laundry, additional meals (dinners).

All participants who would like to stay at the Safari Park Hotel should indicate their choice to the

¹ As indicated in the Administrative Instructions sent to you with the invitation letter, participants are provided with US\$152.00 for terminal expenses for travel to and from the airport.

² As indicated in the Administrative Instructions sent to you with the invitation letter, participants are provided with Daily Subsistence Allowance (DSA) in the amount of US\$281.00 per day.

organizers by 25 August 2010 via an e-mail to Ms. Zhengzheng Gu at guz@un.org. The hotel will be expecting a final rooming list from the organizers two weeks before the start of the seminar.

Please note that if you choose an accommodation other than Safari Park Hotel, you will be responsible for making your own hotel bookings and transport arrangement to and from the seminar venue. The list of Nairobi hotels approved by the United Nations security is attached separately.

LOCAL CURRENCY AND EXCHANGE RATES

The local currency is Kenya shilling (Kshs). The shilling notes are issued in denominations of 50, 100, 200, 500 and 1000. There are copper coins of 5 cents and 10 cents, and nickel coins of 50 cents and 1, 5, 10 and 20 shillings.

The commercial banks in the city centre provide exchange facilities. Most banks are open between 9 a.m. and 3 p.m. from Monday through Friday. Forex Bureaux located in different parts of the city are open from 9 a.m. to 4 p.m. Monday through Friday. Hotels also offer exchange facilities but at a slightly disadvantageous rate. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport – open daily from 7 a.m. to midnight – will change foreign currency into Kenyan shillings.

Indicative Exchange Rates:

American Dollar to Kenya shilling (Kshs):	1 = 80.66
British Pound to Kenya shilling (Kshs):	1 = 125.90
European Euro to Kenya shilling (Kshs):	1 = 104.97

(Source: Central Bank of Kenya, as of 28 July 2010)

For an update on the exchange rate, please visit the website of the Central Bank of Kenya at: <http://www.centralbank.go.ke/>

WEATHER AND LOCAL TIME INFORMATION

By virtue of its proximity to the equator and its high altitude, Nairobi enjoys a moderate climate. During the month of September 2010, the forecast average maximum daily temperature is 24°C (75°F) while the average minimum temperature is 11°C (51°F).

Kenya standard time zone is 3 hours ahead of Greenwich Mean Time (GMT+3).

DEPARTURE TAX

Upon leaving Nairobi, delegates have to pay the airport departure tax in foreign currency (US\$ 20 or the equivalent in shillings or other negotiable currency) although airlines tend to now include the tax in the air fare. If your departure tax has been included in your ticket price, it will be reflected in your ticket.

OTHER INFORMATION

Electric current: 240 V with frequency of 50 Hertz. The electricity plugs are 13 Amp, with the square pin used in most premises.

Telephone Code: + 254

ANNEX I: Hotel Rates

Nairobi Hotel Rates - 2010 ^{1, 2}

NAME	CONTACT	STAR RATING	ROOM OCCUPANCY	ROOM RATE
HILTON HOTEL P.O. BOX 30624, Nairobi, Kenya	Tel: 254-20-2790000 Fax: 254-20-250099/226477 Contact person: Bernard Itebete bernard.itebete@hilton.com Reservations.nairobi@hilton.com www.hilton.com	5 Star	Guest Rooms Single Guest Rooms Double	US\$ 168 US\$ 198 Inclusive of taxes; Bed & Breakfast
HOLIDAY INN P.O Box 66807 Nairobi, Kenya	Tel: 254-20-3740920 Fax: 254-20-3748823 Contact person: Ms. Sallie Khavere khaveres@holidayinn.co.ke admin@holidayinn.co.ke www.holiday-inn/nairobikenya	5 Star	Standard Single room Standard Double room	US\$ 215 US\$ 240 Inclusive all taxes; Bed & Breakfast
INTERCONTINENTAL NAIROBI P.O. Box 30353-00200, Nairobi, Kenya	Tel: 254-20- 320 00 000 Fax: 254-20- 320 00 030 Contact person: Josephine Wakhu reservations@icnairobi.com Josephine.wakhu@icnairobi.com www.ihg.com	5 Star	Superior Single Superior Double	US\$ 185 US\$ 205 Inclusive all taxes; Bed & Breakfast
LAICO REGENCY HOTEL P.O Box 57549 Nairobi, Kenya	Tel: 254-20-2211199 Fax: 254-20-2217120 Contact person: Ms. Jassi Sian jsian@laicoregencyhotel.co.ke www.laicohotels.com	5 Star	Deluxe Single Deluxe Double	US\$ 185 US\$ 185 Inclusive all taxes; Bed & Breakfast
NAIROBI SAFARI CLUB P.O. Box 43564 Nairobi, Kenya	Tel: 254-20-251333 Fax: 254-20-215137/224625 Contact person: Ms. Florence Marangu sales@nairobisafariclub.com www.nairobisafariclub.com	5 Star	Single Suite Double Suite	US\$ 160 US\$ 180 Inclusive all taxes; bed & breakfast
NAIROBI SERENA HOTELS P.O Box 48690 Nairobi, Kenya	Tel: 254-20-2821000 Fax: 254-20-2718100 Contact person: Mr. Harrison Tuva nairobi@serena.co.ke www.serenahotels.com	5 Star	Single Deluxe Double Deluxe	US\$ 220 US\$ 220 Inclusive all taxes; Bed Only
THE NORFOLK HOTEL P.O Box 40064-00100 Nairobi, Kenya	Tel: 254-20-2216940/225900 Fax: 254-20-336742 Contact person: Mr. Charles Kikui kenya.reservation@fairmont.com charles.kikui@fairmont.com www.fairmont.com	5 Star	Single Room Double Room	US\$ 150 US\$ 199 Exclusive all taxes; Bed only
PANARI HOTEL P.O Box 4372, 00506 Nairobi Kenya	Tel: 254-20-828990/6946000 Fax: 254-20-828985 Contact person: Ms. Sherry Ayugi info@panarihotel.com sherry.a@panarihotels.com www.panarihotel.com	5 Star	Standard Single Room Standard Double Room	US\$ 150 US\$ 180 Inclusive all taxes; Bed & Breakfast
SAFARI PARK HOTEL P.O. Box 45038, Thika Rd., Nairobi, Kenya	Tel: 254-20-3633000/3633312/971 Fax: 254-20-3633919 Contact Person: Ms. Ruth Chege or Ms. Scola Muthamia Reservation: reservations@safariparkhotel.co.ke sales@safariparkhotel.co.ke www.safaripark-hotel.com	5 Star	Deluxe Single room Deluxe Double room	US\$ 198 US\$ 245 Inclusive all taxes; Bed & Breakfast
SAROVA STANLEY HOTEL P.O. Box 72493 Nairobi Kenya	Tel: 254-20-316377 Fax: 254-20- 2715566 Contact Person: Mr. Nelson Mburu	5 Star	Deluxe Single Deluxe Double	US\$ 175 US\$ 215 Inclusive all taxes; Bed & Breakfast

	<p>thestanley@sarovahotels.com nelson.mburu@sarovahotels.com www.sarovahotels.com</p>			
<p>TRIBE-THE VILLAGE MARKET HOTEL P.O. Box 1333,00621 Village Market, Nairobi, Kenya</p>	<p>Tel: 254-20-72 00 000 Fax: 254-20-7200 110 Contact person: Sandeep Brar resevations@tribehotel-kenya.com www.tribehotel-kenya.com</p>	5 Star	<p>Delux single room Deluxe double room</p>	<p>US\$ 210 US\$ 250 Inclusive taxes; Bed & Breakfast</p>
<p>WINDSOR GOLF HOTEL & COUNTRY CLUB P.O. Box 45587 Nairobi, Kenya</p>	<p>Tel: 254-20- 8562300/8562500 Fax: 254-20-8563322 Contact person: Ms. Rosemary Nyakarura admin@windsor.co.ke nnyakarura@windsor.co.ke www.windsorgolfresort.com</p>	5 Star	<p>Deluxe Single Deluxe double</p>	<p>US\$ 198 US\$ 245 Inclusive all taxes; Bed & breakfast</p>
<p>FAIRVIEW HOTEL P.O. Box 40842 Nairobi, Kenya</p>	<p>Tel: 254-20-2881000 Fax: 254-20-2721320 book@fairviewkenya.com www.fairviewkenya.com</p>	4 Star	<p>Single room Economy Double Room Economy</p>	<p>9,400 Kshs. 12,200 Kshs. Inclusive all taxes; Bed & Breakfast</p>
<p>HOTEL LA MADA P.O Box 40683- 00100, Nairobi Kenya</p>	<p>Tel: 254-20-8561041/8561460 Fax: 254-20-8561194 Contact person: Mr. Martin Thinji lamada@madahotels.com www.madahotels.com</p>	4 Star	<p>Single room Double room</p>	<p>US\$ 140 US\$ 160 Inclusive all taxes; Bed & Breakfast</p>
<p>JACARANDA HOTEL P.O. Box 14287 - 00800, Nairobi Kenya</p>	<p>Tel: 254-20-4448713/4/5/6/7 Fax: 254-20-4445818 Contact Person: Tonney Mutungu sales-jhgroup@africanonline.co.ke www.jacarandahotes.com</p>	4 Star	<p>Standard Single Room Standard Double Room</p>	<p>US\$ 189 US\$ 252 Inclusive all taxes; Bed & Breakfast</p>
<p>RED COURT HOTEL P.O. Box 2661 - 00100 Nairobi Kenya</p>	<p>Tel: 254-20-3520757/3593145 Fax: 254-20-3503147 Contact: Ms. Ann Ongundi info@redcourt.co.ke www.redcourt.co.ke</p>	4 Star	<p>Single Room Double Room</p>	<p>USD 120 USD 160 Inclusive all taxes; Bed & Breakfast</p>
<p>SAROVA PANAFRIC HOTEL P.O. Box 72493 Nairobi Kenya</p>	<p>Tel: 254-20-2714444/2464 Fax: 254-20-3726356 Contact Person: Mr. Nelson Mburu panafric@sarovahotels.com nelson.mburu@sarovahotels.com www.sarovahotes.com</p>	4 Star	<p>Standard room Single Standard room double</p>	<p>US\$ 115 US\$ 155 Inclusive all taxes; Bed & breakfast</p>
<p>HOTEL BOULEVARD P.O Box 42831-00100 Nairobi, Kenya</p>	<p>Tel: 254-20-227567 Fax: 254-20-334071 Contact Person: Ms. Betty Mwaniki hotel@hotelboulevardkenya.com</p>	3 Star	<p>Single room Double room</p>	<p>5,800 Kshs. 7,500 Kshs. Inclusive all taxes; Bed & Breakfast</p>
<p>LENANA MOUNT HOTEL P.O. Box 40943 Nairobi Kenya</p>	<p>Tel: 254-20-2717044/48 Fax: 254-20-2719394 Contact Person: Mr. David Materi lenanamounthotel@iconnect.co.ke www.lenanamounthotel.com</p>	3 Star	<p>Single room Double room</p>	<p>3,500 Kshs. 5,600 Kshs. Inclusive all taxes; Bed & Breakfast</p>
<p>SILVER SPRINGS HOTEL P.O. Box 61363-00200 Nairobi Kenya</p>	<p>Tel: 254-20-2722451/2-7 Fax: 254-20-2720545 Contact: Mr. Michael Ochieng silversprings@iconnect.co.ke www.silversprings-hotel.com</p>	3 Star	<p>Standard Single Standard double</p>	<p>9,000 Kshs. 12,000 Kshs. Inclusive all taxes; Bed & breakfast</p>
<p>SIXEIGHTY HOTEL P.O. Box 43436 Nairobi Kenya</p>	<p>Tel: 254-20- 315680 Fax: 254-20-332908 Contact person: Ms. Elizabeth Mwangi</p>	3 Star	<p>Standard single Standard double</p>	<p>4,600 Kshs. 6,400 Kshs. Inclusive all taxes; Bed & Breakfast</p>

info@680-hotel.co.ke

www.680-hotel.co.ke

UTALII HOTEL	Tel: 254-20-8563540/8561201	3 Star	Single room Double room	US\$ 120
P.O Box 31067-00600, Nairobi Kenya	Fax: 254-20-8560514			US\$ 150
	Contact person: Mr. Suleiman Mwanyere			Inclusive all taxes: Bed & breakfast
	utaliihotel@utalii.co.ke			
	www.utaliihotel.co.ke			

Notes:

1 - These hotels are approved by the UN security.

2 - Rates as of 26/05/2010. Rates are subject to change.