

LOGISTICS NOTE FOR DELEGATES

FAIRTRADE GLOBAL AWARDS AND BUSINESS SUMMIT 2023

DATE: 3rd – 5th October 2023 in Nairobi, Kenya

THEME: Business Shaping a Fair Future

Background:

The Fairtrade Business Summit is a three-day programme of events to showcase the impact that can be created when Fairtrade farmers and workers collaborate with businesses around the world. The Summit will bring together Fairtrade farmers and workers; like-minded businesses focused on positively impacting their supply chains, and broader civil society. Together, there will be the opportunity to dive into the challenges and opportunities that are common to all, looking to the future and how to come together to build fairer and more sustainable solutions that enhance global trade.

The Summit will include:

- October 3, 2023. A field immersion day to directly interact with farmers and workers to appreciate the impact of Fairtrade commitments at the producer level. Target value chains are coffee, tea, flowers, fruits, and vegetables.
- October 4 and 5, 2023: A day and a half of thought leadership discussions, networking opportunities and global trade solution development for a sustainable future. The Fairtrade Global Awards Ceremony 2023 will take place on October 4, 2023.
- October 5th, 2023: Business networking and farmer & workers interaction. Some time to visit the only Game Park in a capital city (<https://www.kws.go.ke/parks/nairobi-national-park>) /network in the world-famous Karura Forest, which was made famous by the efforts of conservatism led by the Nobel Peace Prize Laureate, Prof. Wangari Mathai (<https://www.friendsofkarura.org/>).

Venue:

The Fairtrade business summit and Global Awards will be held at [Villa Rosa Kempinski](#) in Nairobi, Kenya, from **October 4th to 5th, 2023**. The Event Venue and hotel offer Free WiFi - internet connectivity.

Program

The Fairtrade Global Awards & Business Summit program will be available for download via our event website <https://www.fairtradeglobalawards.net>

Air Travel

Landing for international flights is at the Jomo Kenyatta International Airport (JKIA) in Nairobi.

For transfers from the airport, you can use Uber, Little Cab or Taxify cab applications available for download via Google Play Store

Visa

Confirm your eligibility for Visa against your country immigration specifications in addition to Kenya requirements on www.ecitizen.go.ke/http://palbinatravel.com/visa-guidelines-into-kenya/

For more information about the event, please visit www.fairtradeglobalawards.net



ACCOMODATION

Nairobi has a good range of accommodation options from hotels to short stay apartments here are some hotel options. – Click [here](#).

It is recommended you book a hotel accommodation at the event venue [Villa Rosa Kempinski](#) or adjacent hotels that are within a short radius.

Fairtrade Global Awards & Business Summit 2023 has **NOT** organized for shuttling services to and from the Summit venue.

Transportation to the field visits and special tours:

Transport will also be available for delegates interested in visiting select farms on **3rd October**. A special tour van will be available for delegates wishing to tour the Nairobi National Park. Prior registration for the visits is required please submit your interest by filling in this on the registration form <https://forms.office.com/r/pZZ6pswxuy>

Meals

Lunch and coffee break will be made available in keeping with the schedule of the [Fairtrade Global Awards and Business summit](#).

Meal Allergies and Special Mobility Needs Please let us know if you have special mobility needs and meal allergies

Language and Interpretation services

Simultaneous interpretation services will be made available in English, French, Spanish. To avail to the interpretation headphones, delegates will be asked to present an official ID with a photo or passport

Conference documents are available in English, French and Spanish.

Registration

For logistical considerations, all delegations are encouraged to fill in the [registration form](#) and send any enquiries to globalawards2023@fairtradeafrica.net

Registration should be received no later than **15 August 2023**.

Dial code

International dial code: +254

Information and Hospitality Desk It will be located at the venue entrance. Kindly ensure that you register for the event beforehand. Delegates can obtain information on travel, transport, tours and car rental service at the venue. Please contact the staff if you wish to reconfirm your tickets and outbound airport transfers.

Badges and Accreditation: Badges for identification will be available for all delegates and accompanying persons will be issued with a badge.

For security and identification purposes we require you to wear the name badge at all times during the conference and at social functions.

Delegates and accompanying persons without a name badge may be denied entry to conference sessions and/or to social functions.

About Nairobi:

Nairobi, the capital of Kenya, is a vibrant city offering a blend of urban charm and natural beauty. From the stunning Nairobi National Park to the cultural richness of museums and markets, there is something for every traveler. Entry into Kenya typically requires a valid passport with at least six months of validity remaining. Visitors may also need to obtain a visa, depending on their nationality. It is recommended to check the latest entry requirements and visa regulations before travelling to Nairobi.

Population: Nairobi has a population of approximately 4.4 million people as of 2021 Census, making it the largest city in Kenya and a major economic hub in East Africa.

Language: The official languages of Nairobi are English and Swahili. English is widely spoken and serves as the primary language of business and government, while Swahili is the national language and is commonly used for day-to-day communication.

Culture: Nairobi is a melting pot of different cultures, reflecting the diverse ethnic groups that makeup Kenya. The city's cultural scene is vibrant, with a mix of traditional and contemporary art, music, dance, and literature. Nairobi hosts various festivals, exhibitions, and cultural events throughout the year.

Major Religion: Nairobi is home to people practicing various religions, but Christianity and Islam are the most widely followed. Christianity, particularly the Protestant and Catholic denominations, has a significant presence in the city. There are also thriving Muslim communities, with mosques and Islamic centres scattered across Nairobi.

Currency: The official currency of Nairobi and Kenya is the Kenyan Shilling (KES). It is advisable to have local currency for day-to-day transactions, although major hotels, restaurants, and tourist establishments often accept credit cards. Currency exchange services are available at banks, forex bureaus, and authorized exchange offices throughout the city.

Weather In October

In October, Nairobi experiences a transition from the dry season to the short rainy season. Here's a brief overview of Nairobi's weather in October:

- **Temperature:** The average daytime temperatures range from around 20°C (68°F) to 25°C (77°F), with cooler nights averaging between 12°C (54°F) and 15°C (59°F).
- **Rainfall:** October marks the beginning of the short rainy season in Nairobi. While rainfall is typically lighter compared to the long rainy season, you can expect intermittent showers and cloudy days. The average monthly rainfall ranges from 60mm to 100mm, with occasional thunderstorms.
- **Humidity:** Nairobi's humidity levels are generally lower during this period, ranging from 50% to 70%. However, it can feel more humid during and after rainfall.
- **Sunshine:** Despite the rain, Nairobi still experiences a good amount of sunshine in October. You can expect an average of 6 to 7 hours of sunshine per day.

We recommend that you review the 14 days [weather forecast for Nairobi](#) before you arrive .

Health and Vaccination Yellow Fever vaccine is a requirement for all persons travelling to Kenya, you will be required to provide your yellow fever certificate upon arrival and show it to Port Health Officers . For additional information on Health status and requirements as you plan to travel to Kenya, kindly click on the link <http://palbinatravel.com/advice-for-all-destinations/>

Travel Insurance Kindly note that you are not covered under any travel, medical, accidental death,



life or other insurance carried by Fairtrade Global Awards & Business Summit. You may, however, take out your own travel insurance policy for this particular mission.

Transfers to the Venue Fairtrade Global Awards & Business Summit 2023 has **NOT** organized for shuttling services to and from the venue during the conference days delegates are advised to make their own arrangements. Or reach out to the travel agent contact details below.

Travel (Ticketing)

Name: Susan Mberi

Title: Travel Consultant

Email Address: susan@palbinatravel.com

Emergency Line: +254 719 125 577 (available 24/7)

Phone Number: +254 780 201 084

Tours (Hotel bookings and safaris.)

Name: Shedrick Okerio

Title: Destination Management Consultant

Email Address: shedrick@palbinatravel.com

Emergency Line: +254 719 125 577 (available 24/7)

Phone Number: +254 731 999 757

Liability

The Fairtrade Global Awards & Business Summit organizing committee shall not be liable for personal accidents or losses or damage to private property suffered or caused by registered delegates and accompanying persons to the event. Delegates are encouraged to make their own arrangements with respect to personal insurance.

CURRENCY /EXCHANGE RATES

Click [here](#) to check out the current exchange rates from your currency to KES.

EMERGENCY CONTACTS

In case of emergencies in Kenya, here are some important contacts that you should keep handy:

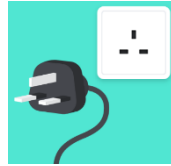
- Police: Dial 112 or 999 to reach the Kenyan Police for emergencies and immediate assistance.
- Ambulance and Medical Emergencies: Dial 999 or 112 to request an ambulance or medical emergency services. Alternatively, you can contact the Nairobi Ambulance Services at +254 707 600 500 or St. John Ambulance at +254 20 222 2222.
- Fire and Rescue Services: Dial 999 or 112 to report a fire or seek assistance from the fire and rescue services.
- Kenya Wildlife Service (KWS) Hotline: The KWS operates a 24-hour hotline for reporting wildlife-related emergencies, such as animal attacks or poaching. You can reach them at +254 20 237 9407 or +254 20 237 9408.
- Tourist Police: If you are a tourist in need of assistance, you can contact the Tourist Police for help. Their hotline is +254 709 999 999.

Night Life in Nairobi

After each day of the summit enjoy the beautiful city of Nairobi, engage with locals and explore the amazing nightlife that Nairobi has to offer.

VOLTAGE AND TRAVEL ADAPTER

Kenya operates on a 240V supply voltage and 50Hz. For Kenya the associated plug type is G, which is the plug that has three rectangular pins in a triangular pattern. Your need for a power plug adapter depends on the power plugs used in your own country.



We have contacted some hotels suitable for your stay in Nairobi. We have factored convenience, accessibility and quality for our delegates. Some of the hotels you can choose to book can be accessed from the list linked [here](#).