

Nairobi Conference Logistical Information

The IMF is able to cover the travel (economy class airfare ticket) and hotel costs (including per diem and local transportation) of one participant and the hotel costs (including per diem and local transportation) of another participant from each country. Any additional participants must be funded by their country authorities. We request that you specify which participants will be covered by the IMF and which by your country authorities in the Registration Form.

VISAS

In order to facilitate the visa process and to provide all necessary logistical information, please fill out the attached registration form, for each delegate attending, and send it to Ms. Meryl Cohen (mcohen@imf.org; Fax: +1 202 589 7811). Visas will be ready for delegates' arrival at the airport.

PER DIEM AND TRANSPORTATION ALLOWANCE

The IMF will reimburse a per diem of 60 USD, and a total of 60 USD per person for the cost of transportation to and from the airport in Kenya. This will be reimbursed for the **first two participants** as part of the transportation costs and receipts will need to be retained for reimbursement.

LOCAL TRANSPORTATION OPTIONS

Options include taxis for \$30 one-way with a maximum of 3 passengers or the Serena hotel shuttle at \$20/person minimum of 4 passengers one-way. The Intercontinental will be providing taxi service based on flight arrival times. If participants are in need of a taxi, there is a 24 hour courtesy desk at the airport which can make the necessary arrangements.

TRAVEL

All participants (whether self-pay or financed by the IMF) are requested to fill in their flight details on the Registration Form.

Participants whose travel will be paid by the IMF may contact our travel agency, American Express at imfofficialtvl@aexp.com or call +1 202-623-5410 and press 1 for mission travel bookings. You will be asked for the Travel Authorization number (#000116408) before making your reservation. All reservations will include economy class airfare only. Reservations made through American Express must be booked no later than March 11th.

CONFERENCE SITE – Intercontinental Hotel

All rooms are single rooms. Hotel accommodation will be reserved by the IMF once we receive your registration forms. Two nights hotel stay will be covered, and a third would be covered for those participants unable to fly out the evening of March 22nd. The costs for the

first two rooms per country delegation will be paid directly by the IMF, but a credit card will be required:

- at check-in to cover incidentals for all participants; and
- at the time of reservation for all participants whose hotel costs are not covered by the IMF.

Participants whose hotel costs are not covered by the IMF **must notify the hotel in advance** to guarantee their booking. When contacting the hotel, let them know that this is for the IMF Conference and that you will receive the IMF preferential rate.

Intercontinental Hotel:

<http://www.ichotelsgroup.com/intercontinental/en/gb/locations/overview/nboha>

Tel: (+254) 20-3200000

Fax: (+254) 20-3200030

sales@icnairobi.com

Reservations guaranteed for the nights of March 20th and 21st (and March 22nd, if there are no return flights in the evening).

Negotiated room rate: USD 224/night, inclusive of taxes

Buffet breakfast included

Check-in: 14:00 hours

Check-out: 12:00 noon

Alternative hotel, 10 minutes walking distance from the Intercontinental

Serena Hotel: <http://www.serenahotels.com/serenanairobi/default-en.html>

Tel: (+254) 20-313800

Fax: (+254) 20-2725184 or 20-2725250

nshreservations@serena.co.ke

Reservations guaranteed for the nights of March 20th, 21st, 22nd, 23rd, and 24th

Negotiated room rate: USD 185/night, inclusive of taxes

Buffet breakfast available for USD 30

Check-in: 12:00 noon

Check-out: 10:00 hours

CONFERENCE REGISTRATION

Registration will begin the evening of March 20th, when participants are invited to an informal welcoming cocktail reception at the Intercontinental from 6:30 pm to 8:30 pm. The registration desk will have participants name tags and a sign-in sheet. The desk will also be open the morning of the conference for those participants unable to attend the welcoming reception.

**Resource Mobilization in Sub-Saharan Africa
Nairobi, Kenya – March 21-22, 2011**

Registration Form

Due by March 9th

Family Name:

First Name:

Middle Name:

Category Attending: Speaker Participant

Gender: Male Female

Passport/ID card number:

Passport/ID card date of expiration:

Nationality:

Official Title:

Organization Name:

Organization Address:

Country:

Telephone:

(Please include the country code in the number.)

Fax:

(Please include the country code in the number.)

Email Address:

Hotel financing: IMF Country Authorities

Airfare financing: IMF Country Authorities

Details of travel to Nairobi

Date of Arrival:

Flight Number:

Date of Departure:

Flight Number:

Hotel Information

Check-in Date:

Check-out Date: