



United Nations
Global Geodetic Centre of Excellence

UN-GGCE - Geodesy Capacity Development Workshop for Africa on Transitioning to a Modern Geospatial Reference System

UN Nairobi Office, Kenya

19-23 May 2025

Logistical and Information Note

Preamble

In this logistical and information note, you will find all relevant details regarding the logistics and arrangements for the Geodesy Capacity Development Workshop for Africa on Transitioning to a Modern Geospatial Reference System. This includes essential information about the venue, visa requirements, accommodation, and general information about Nairobi, Kenya.

Administrative arrangements for the meeting

The Geodesy Capacity Development Workshop for Africa on Transitioning to a Modern Geospatial Reference System will be held from 19 – 23 May 2025 at the UN Office, Nairobi, Kenya. The meeting will be from 9:00 a.m. to 5:00 p.m. However, for Friday, 23 May the meeting is expected to end at 15:00 p.m.

Venue

The Geodesy Capacity Development Workshop for Africa on Transitioning to a Modern Geospatial Reference System will be held at the UN Office in Nairobi, Kenya at:

United Nations Office Nairobi, United Nations Avenue, Gigiri, Nairobi, Kenya The conference room is located at Conference Room 09



For detailed information about the venue, please refer to the map below:

Access to the Venue:

As the venue is the UN campus, there will be a security check at the entrance to the area. Please allow sufficient time for this. Please avoid bringing anything that you would not bring to the airport control. The UN campus security will receive a list of all registered participants (first name, surname and institution). Please make sure to provide this information with your confirmation of attendance. You will need to present appropriate national identity (such as a national passport) to identify yourself.

FAQ to facilitate entry into Germany

Immigration Requirements

When entering **Kenya**, you will need to present the following documents based on your nationality:

- **Kenyan Nationals:** Valid passport or national ID card.
- **East African Partner States (EAC) Nationals:** Valid national ID card or passport (for citizens of **East African** are exempt from completing the eTA. The East African Partner State countries include Burundi, Democratic Republic of Congo, Rwanda, South Sudan, Tanzania and Uganda).
- **Non-EAC Nationals:** Valid passport and **Electronic Travel Authorization (eTA)**.

Additional Requirements for Non-EAC Nationals

Non-EAC travelers arriving at the Kenyan port of entry may be asked to present the following documents:

- **Passport or travel document:** Issued within the last **ten years** and valid for at least **six months** beyond the planned exit date from **Kenya**.
- **Round-trip ticket** to Kenya and back.
- **Accommodation booking confirmation** for the stay in Kenya.
- **Letter of invitation to the meeting.**

Important Reminder:

Ensure that the **Kenyan border officer** stamps your passport upon entry. Without the stamp, you could face **fines, deportation, or detention** in Kenya.

Please **check up-to-date info** on the website provided below in the ETA section below.

Passports:

Please ensure that your passport is still valid for at least six more months beyond their planned exit date from Kenya and issued within the last ten years.

Electronic visa authorization (ETA):

Participants who are required to apply for electronic visa authorization (ETA), should apply **at least 1 week in advance** from the travel date. (bring a printed copy).

For visa information and application procedures for entry into Kenya, please refer to the official website of the Kenya Directorate of Immigration Services: <https://www.etakenya.go.ke/en>.

Airports

Jomo Kenyatta International Airport (JKIA)

JKIA is the primary international gateway to Nairobi and is well connected to the city center and surrounding areas by taxis, ride-hailing services, and public transport. The airport is approximately 25 kilometres to UNON.

Telephone Numbers: **+254 20 822111 / +254 709 725000**

Wilson Airport (WIL)

Mainly serving domestic flights, with taxis and ride-hailing services readily available for transport to UNON. Approximately 14 kilometers from UNON.

Telephone Numbers: **+254 20 6003210 / +254 709 725000**

Public transportation from the airport to the venue

Jomo Kenyatta International Airport (JKIA)

Below are the available transportation options from the airport to UNON in Gigiri:

Ride-hailing services such as **Uber, and Little Cab** operate from JKIA, providing convenient transport to UNON. Registered **airport taxis** are also available at designated taxi stands.

For public transport, **Kenya Bus Service (KBS) and City Hoppa** operate buses from JKIA to the city center. From there, you can take a **matatu (public minibus) to Gigiri (UNON)** or use a taxi for the final leg of the journey.

More information: <https://www.nairobi-airport.com/>

Wilson Airport (WIL) //Domestic

Ride-hailing services, taxis, and hotel shuttle services provide transport to UNON. Public minibuses (**matatus**) are also available from nearby stops.

Taxis at the Airport:

It is recommended to hire cars only from reputable car hire firms to ensure that you have the right insurance coverage, the vehicle is well-maintained, and it is in good condition. Below is a short list of reputable car hire firms in Nairobi:

- Pewin Cabs: +254 727 776761
- Jatco Taxis: +254 725 280000
- Jim Cab Services: +254 735 555559
- Apollo Tours Ltd: +254 723 794249
- Amicabre Travels Ltd: +254 710 760055
- Little Cab: +254 709 302302 (online)
- Avenue: +254 20 2219725
- Avis: +254 20 2533610/14

For convenience, app-based ride-hailing services such as Uber, Bolt, and Little Cab are also available in Nairobi.

Accommodations

Arrangements for accommodation and hotel reservations shall be made by each individual participant. A list of hotels is provided below. Please note that a credit card is normally required to make a reservation. Here is a selection of hotels near the United Nations Office at Nairobi (UNON):

Hotel	Details
Magna Hotel and Suites ***	Address: United Nations Crescent, Gigiri, Nairobi, Kenya Phone: +254 20 513 8000

Hotel	Details
	Email: booking@magna-hotel.com Website: www.magna-hotel.com
Trademark Hotel by Tribe	Address: United Nations Crescent, Gigiri, Nairobi, Kenya Phone: +254 709 886 000 Email: reservations@trademark-hotel.com Website: www.trademark-hotel.com
Tribe Hotel by Marriot ***	Address: Market Rd, Village Market, Gigiri, Nairobi, Kenya Phone: +254 732 186 000 Email: reservations@tribehotel-kenya.com Website: www.tribe-hotel.com
Glee Hotel	Address: Northern Bypass, 200 m from Fourways Junction, Nairobi, Kenya 00100 Phone: +254 709 785 100 Email: reservations@gleenairobi.com Website: www.gleenairobi.com
Gigiri Express Hotel	Address: Off UN Avenue, Behind Big Square, Gigiri, Nairobi, Kenya Phone: +254 20 765 5555 Email: info@gigiriexpresshotel.com Website: www.gigiriexpresshotel.com
China Garden	Address: UN Avenue, Opposite UN Complex Entrance, Nairobi, Kenya Phone: +254 20 269 9841 Email: info@chinagarden.co.ke
Kijiji Home Stay	Address: 120 Village Rd, Gigiri, Nairobi, Kenya Phone: +254 722 661 819 Email: info@kijijihomestay.com Website: www.kijijihomestay.com
Gigiri Lion Villas II	Address: Gigiri Dr, Nairobi, Kenya Phone: +254 713 222 444 Email: info@gigirionvillas.com Website: www.gigirionvillas.com
Light Villas Gigiri	Address: 229 Gigiri Gardens, Nairobi, Kenya Phone: +254 733 333 555 Email: info@lightvillas.com Website: www.lightvillas.com

Weather

Please check weather forecast on <https://meteo.go.ke/forecast/todays-weather>

Electricity

In Nairobi, Kenya, the power plug sockets are of type G. The standard voltage is 240V, and the frequency is 50 Hz. Travelers from countries using different plug types may need a power adapter.



Currency and Exchange

UNON Complex in Gigiri has two local banks (SCB and KCB) and the UNFCU on site. Most banks have a reasonable network of branches and ATMs across the city. ATMs will generally accept international cards, particularly Visa cards. The Central Bank of Kenya compiles indicative foreign exchange rates daily for use by the public. For more information visit:

<https://www.centralbank.go.ke/index.php/rateandstatistics/exchange-rates-2>

Time Zone

In Nairobi, the time zone is East Africa Time (EAT, UTC+3). There is no daylight-saving time observed.

Additional Information

The Nairobi, the capital city of Kenya, is located in the south-central part of the country. It is the largest city in Kenya and serves as the political, economic, and cultural hub. Nairobi is home to numerous international organizations, including the United Nations Office at Nairobi (UNON), which hosts the headquarters of UNEP (United Nations Environment Programme) and UN-Habitat (United Nations Human Settlements Programme). The city is also known for its vibrant urban life, proximity to Nairobi National Park, and status as a regional hub for business and innovation.

Enquiries

For questions related to the local logistical arrangements, please contact:

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