



**HUMANITARIAN
ENERGY
CONFERENCE**

Humanitarian Energy Conference

7 October 2024, 08:00 - 18:00 East Africa Time (EAT)
Online and in Mövenpick Hotel & Residences Nairobi, Kenya
#HumanitarianEnergy #HEC2024

LOGISTICAL INFORMATION

Co-hosted by



Supported by



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1. The Venue

The Humanitarian Energy Conference (HEC) 2024 will be held at the **Mövenpick Hotel & Residences** in Nairobi, Kenya on 7 October 2024.

Address: Mzungu Close Westlands, PO Box 1853-00606, Sarit Centre, Nairobi, Kenya. [Click here to check on Google Maps.](#)

Website: <https://movenpick.accor.com/en/africa/kenya/nairobi/hotel-residences-nairobi.html>



2. Travelling to Nairobi, Kenya

Jomo Kenyatta International Airport (NBO)

Jomo Kenyatta International Airport (NBO) is the main international airport serving Nairobi, the capital of Kenya. If you are travelling locally, then you might arrive in Wilson Airport.

International airlines operating from Jomo Kenyatta International Airport include:

- Kenya Airways
- Ethiopian Airlines
- Qatar Airways
- British Airways
- Emirates
- KLM
- Turkish Airlines
- Lufthansa
- Air France

Travelling from the airport by taxi

Taxis are readily available 24 hours a day at Jomo Kenyatta International Airport. Official taxis are usually yellow and white, but a variety of other vehicles are available as well. While many taxis may not have meters, the fare should be negotiated with the driver before beginning the journey. Typical rates to the city center may vary depending on the time of day, traffic conditions and other factors applicable.

Recommended Taxi companies:

- 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)

Travelling from the airport by hotel shuttle

Many hotels in Nairobi offer airport shuttle services, which need to be pre-arranged. The cost typically ranges from **USD 20-30** depending on the hotel and location. Some high-end hotels may offer this service for free for their guests.

For a smoother and safer transfer, it is advisable to either pre-book a taxi or arrange for hotel pickup prior to your arrival.

Travel Visas

All travellers must hold a **valid visa** and a **valid passport** or another acceptable travel document, which must have a minimum validity of **6 months** from the date of entry into Kenya.

More information on Kenya's visa policy, including eVisa options and visa requirements for different nationalities, can be found on the official **Kenya eVisa portal**: <https://evisa.go.ke>.

Diplomatic passport holders: Delegates holding a passport, Service/Official passport or AU/UN Laissez-Passer traveling for official duty are exempted from visa fees. But they must obtain an e-Visa before travelling. Delegates are responsible for ensuring that they have the appropriate visa for travel. The UNITAR/GPA takes no responsibility for unsuccessful visa requests.

Travel and Health insurance

The hosts of HEC 2024 are not responsible for medical, accident and travel insurance, compensation for death or disability, loss of or damage to personal property, or any other costs or losses that may be incurred during travel to or within Nairobi or the period of participation at the conference.

Therefore, it is strongly recommended that you obtain international medical insurance for the entire period of participation, including travel time.

3. Logistics at the HEC

Badge Collection

Please, arrive at the venue by at least 8:00 am to register yourself and receive your badge. This is mandatory as the event will start and follow the exact time mentioned on the agenda. This is required to smoothen the hybrid event management.

Registration badges must always be displayed, are not transferable and under no circumstances should your badge be lent to another participant.

Agenda and time allocation

The event is designed and arranged with livestreaming options; the organizers will be maintaining the timeline of the agenda strictly. We expect your cooperation in following the agenda and timeline.

Meals

Lunch and Dinner will be provided on the 7th of October, creating an opportunity for participants to network. In addition, breaks will be held in the morning and afternoon with coffee, tea, and snacks.

Language

Please note that English will be the official language of the HEC 2024. Please accept our apologies that we are not able to provide translation services at the conference.

4. Security and safety

Nairobi is generally safe for visitors, but there are incidents of **petty crime** such as **bag snatching, pickpocketing, and mugging**, particularly in crowded areas and after dark. It is recommended to stay vigilant and take sensible precautions to ensure your safety:

- **Avoid walking alone at night**, especially in poorly lit or less-populated areas.
- **Keep valuables** (such as jewellery, electronics, and money) out of sight and securely fastened.
- Use **reputable taxis or ride-hailing services** like Uber or Bolt instead of walking or using informal public transport.

Health Precautions

To stay healthy during your stay in Nairobi, consider the following precautions:

1. **Water Safety:**
 - a. Only drink **bottled water** to avoid waterborne illnesses.
 - b. Avoid using ice unless you are sure it is made from bottled or purified water.
2. **Food Safety:**
 - a. Avoid eating **uncooked or street food** unless you are confident about its hygiene.
 - b. Refrain from consuming salads or raw vegetables, as they may not be washed in clean water.
3. **Malaria Prevention:**
 - a. Nairobi has a **low risk of malaria**, but if you plan to travel to other parts of Kenya, especially rural or coastal regions, use **mosquito repellent**, particularly at night.
 - b. Consider consulting your doctor about taking **malaria prophylaxis** if you plan to visit high-risk areas.
4. **Injury Care:**
 - a. Treat any cuts or abrasions immediately with **antiseptic and/or antibiotic ointment** to prevent infection.

5. Practical Information

Nairobi has a **moderate subtropical highland climate** due to its elevation, making it cooler than most equatorial regions. The city's temperature typically ranges between **10°C (50°F)** at night and **26°C (79°F)** during the day. Nairobi experiences rainy season from October to December.

Power and Plug Adapter

The electricity supply in Kenya is **240V AC** at **50 Hz**. In Nairobi, the standard plug types are **Type G** (the same as the UK), so travelers from regions with different plug types should bring an adapter for their electrical devices.

Plastic Bag Ban

Kenya has enforced a strict ban on **plastic bags** since 2017. Bringing plastic bags into the country is prohibited, and any found in your luggage may be confiscated at the airport or other points of entry. Instead, use reusable or eco-friendly alternatives to avoid any penalties.

Currency

Kenya's official currency is the **Kenyan Shilling (KES)**. The use of US dollars is also common, particularly in tourism-related sectors, hotels, and for larger transactions.

It is advisable to carry some **local currency** for smaller transactions, especially in local markets or for transportation. Major credit cards are accepted in most hotels, restaurants, and shopping malls across Nairobi, but smaller businesses may prefer cash payments.

ATMs are widely available in the city, and you can withdraw Kenyan shillings using international debit or credit cards. Be cautious when withdrawing from ATMs—choose safe, well-lit locations like inside shopping malls, hotels, or bank branches. Pickpocketing or theft is a risk in some areas.

6. Emergency Contact Details

HEC contact persons

- Emily Addonizio, HEC Coordinator, UNITAR
Email: emily.addonizio@unitar.org
Phone: +254 716 207 350
- Mariana Soto, UNITAR
Email: mariana.soto@unitar.org
Phone: +41 78 266 23 64 (only on WhatsApp)
- Sadiq Zafrullah, UNITAR
Email: sadiq.zafrullah@unitar.org
Phone: +41 77 93 75 392 (only on WhatsApp)

Hospitals

- [Nairobi Hospital](#)
Address: Argwings Kodhek Road, P.O.Box 30026 – 00100, Nairobi, Kenya
Phone: +254 20 2846000, +254 703 082000
- [MP Shah Hospital](#)
Address: Shivachi Road in Parklands area, Nairobi, Kenya
Phone: +254 722 204427, +254 722 783350
- [Aga Khan Hospital](#)
Address: 3rd Parklands Avenue, Limuru Road, Nairobi, Kenya
Phone: +254 20 3662000, +254 711 092000
- [UNON Joint Medical Service \(JMS\)](#)
Address: Located UNON lower concourse area opp. UNFCU
Phone: +254 20 7625999 / +254 724 255378

Kenya Police

- Hotlines: 999 / 112 / 911
- Diplomatic Police Unit: +254 708589522, +254 731170666

Fire

- Phone: +254 724628470

Ambulance

- St. Johns: +254 202210000
- Red Cross: +254 700395395

UN Radio Room / Security Operations Centre (24/7)

- UNDSS Security Operations Centre: +254 207622053, +254 707722503
- UNDSS Emergency: +254 207626666