



PARTICIPANTS INFORMATION NOTE

FOOD SECURITY AND CLIMATE CHANGE WORKSHOP IN THE CONTEXT OF
PASTORALISM WORKSHOP

12TH - 14TH JULY, 2017

1.0 Introduction

We congratulate you for being selected as a participant for the **Food security and climate change workshop in the context of pastoralism workshop**. We strongly believe you will add a lot of value to the meeting!

2.0 Accommodation and Reconfirmation of tickets

All participants will be accommodated at NGONG HILLS HOTEL, along Ngong Road. Participants whose full expenses are catered by PACJA. Participants will receive E-tickets from the organization and for flight confirmations please contact:- Lilian Kibagendi (kibagendi@pacja.org)

For any clarification on logistics please get in touch with the team below:

Ms. Lilian Nekesa (Tel: +254 lilian@pacja.org)

Ms. Lilian Kibagendi (Tel: +25427128677 kibagendi@pacja.org)

3.0 Venue of the Workshop

- The venue for the meeting will be **Ngong Hills Hotel**

3.0 Arrival at the Airport and transport to and from the airports

Please use taxi for transfer from your arrival airport to the Hotel. **Kindly reserve the taxi receipt that will be used for reimbursement**. Only transport from **the home area airport** to Nairobi hotel from airport in Nairobi by taxi or bus will be covered.

4.0 Per Diems and covered costs

PACJA supported participants will get PER DIEM of USD 30 per day for meeting days and also depending on your day of arrival. In case of need for further information please ask Ms. Lilian as she will be present at the meeting.

PACJA will cover your food and accommodation for the two nights and transport.



5.0 Refunds and other expenses

If you are receiving refunds, please ensure that you give the invoice/receipt to the logistics team which will be introduced to you upon arrival. To avoid inconveniences and last minute rush, please ensure that you submit your claims upon arrival in Nairobi. PLEASE NOTE that TAXI CHARGES from the airport to the hotel will be reimbursed.

Please note that other related charges like TAXI/bus fare to home airport or any means for own convenience will be the responsibility of the participant

PACJA wishes you all safe travels to Ngong Hills Nairobi and fruitful consultation

PACJA