



**Women
Deliver**

**African Regional
Convening Toward
Women Deliver 2026**



LOGISTICS NOTE

**Location: Emara Ole Sereni Hotel, Nairobi, Kenya
24–26 Nov 2025**



Key Contacts

- General coordination Jude Thaddeus Njikem — Sonke Gender Justice
jude@genderjustice.org.za
- Visas & invitation letters: Jude Thaddeus Njikem — jude@genderjustice.org.za
- Accommodation & ground transport:
 - a. **Fiona Onunda at fonunda@ole-serenihotel.com;**
 - b. **reservations@ole-serenihotel.com;**
 - c. **dnjoki@ole-serenihotel.com**

If you are self-sponsored or supported by another organization and are lodged at the Emara Ole Sereni Hotel, please coordinate travel/shuttles with the contacts above and share your arrival details for emergency purposes.



What to Bring (“Come Along With”)

- Passport (valid 6+ months) & printed e-tickets
- Electronic Travel Authorization (eTA) / eVisa approval.
- Yellow fever vaccination card (if transiting/arriving from risk countries)
- Travel insurance (medical + baggage)
- Payment card (Visa/Mastercard) and small amount of cash (KES)
- Universal/Type-G power adaptor; which it is the plug that has three rectangular pins
- Please do come along with any prescribed medication; any accessibility aids
- Light layers for evenings; comfortable shoes for site movements





Before You Fly

- Complete online check-in and print/save boarding passes.
- Carry invitation/visa support letter if required at immigration.
- Share final flight itinerary with Fiona Onunda at the Emara Ole Sereni Hotel if booked there and emergency contact via the registration form
- Confirm dietary and access needs in your registration.



Entry Requirements (Kenya)

- Most travellers require an Electronic Travel Authorization (eTA) or eVisa depending on nationality – to apply online well in advance. Apply here <https://etakenya.go.ke/>
- Travellers from yellow-fever risk areas must present proof of vaccination.
- Keep your accommodation confirmation and return/onward ticket accessible at the border.



Arriving in Nairobi

- Airport: Jomo Kenyatta International Airport (JKIA).
- Shuttle: Please arrange shuttles through your hotel or by using Uber and Bolt. Sonke Gender Justice sponsored participants will be picked up at the airport through the hotel. Be on the lookout for Emara Ole Sereni Hotel sign at the arrival hall.
- Self-sponsored delegates: You may use official airport taxi counters/ride-hailing apps. For late-night arrivals, we recommend pre-arranged transfers.



Accommodation

- Official hotel: Emara Ole Sereni Hotel.
- Sponsored delegates: Room & breakfast covered for official nights (23–26 Nov) with checkout on 27 Nov. Incidental/extras are at your own cost, payable at checkout.
- Self-sponsored: Negotiated rates available; book directly using the contact shared.





Venue

- The Convening will take place at the Emara Ole-Sereni Hotel in Nairobi.
- Access: Security screening at entry; carry photo ID.
- Wi-Fi: Complimentary conference Wi-Fi will be available; credentials shared on site.
- Green note: We are prioritising digital-first branding and minimising printed materials.



Language, Interpretation & Accessibility

- Working language: English.
- Simultaneous interpretation (EN/FR) with a limited number of headsets, and sign language support subject to confirmed needs.
- Please indicate any access requirements (mobility, hearing, visual, neurodiversity) in your registration; we'll do our best to accommodate.



Safety, Health & Emergencies

- Emergency numbers (Kenya): Police 999/112 • Fire 999/112
- Ambulance via hotel/venue.
- The Hotel has a doctor on call
- Nearest facilities: Mater Hospital, Nairobi West Hospital, Nairobi Hospital.
- If you feel unwell, notify the organising team and hotel reception immediately.
- **We strongly recommend comprehensive travel health insurance.**
- Nairobi is a busy city; be aware of your belongings, use registered transport, and avoid walking alone late at night.



Weather, Time & Power

- Time zone: EAT (UTC +3).
- Weather (late Nov): Mild/warm days and cool evenings; occasional rain possible—carry a light jacket/umbrella.
- Electricity: 240V/50Hz, Type-G sockets (three rectangular pins).



Money & Meals

- Currency: Kenyan Shilling (KES). Cards widely accepted; ATMs in hotels/malls.
- Provided: Breakfast at hotel (sponsored nights); coffee/tea breaks + lunch on 24–26 Nov.
- On your own: Dinners unless indicated; per diem applies for sponsored delegates where applicable.





Code of Conduct, Safeguarding & Harassment Policy

We are committed to a safe, inclusive, feminist space. Zero tolerance for sexual harassment, exploitation, and abuse. Report any incident to the safeguarding focal points listed below; all reports handled confidentially and with survivor-centred care.

Safeguarding focal points:

- **Rumbi Chidoori** - rumbi@genderjustice.org.za, +2769409133
- **Remijus Iweobi** - riweobi@globalfundforchildren.org, +231 77 048 1578
- **Irene Ogeta** - ireneogeta@gmail.com, +254 718045838
- **Jean-Marie Nkurunziza** - jean-marie@genderjustice.org.za
- **Falone Fankam** - falone@genderjustice.org.za

You will be asked to acknowledge the Code of Conduct and Photography/Media consent during registration or at badge pick-up.



Media, Photography & Social

- An official photo/video team will document the convening. If you do not consent to being photographed/filmed, inform the desk and wear the no-photo sticker.
- Social: Use #Africa4WD2026 and tag partner handles (shared in the comms toolkit).
- Reimbursements & Per Diem (If Applicable)
- Please consider your organization focal points



Cultural Evening (Optional)

- We hope to host a cultural/networking evening during the convening (details TBC in the final agenda). You are welcome to wear cultural attire and bring small flags/cloths for the country's parade.



Data Protection

- Personal data collected through registration will be used solely for coordination, logistics, security, and safeguarding. We do not share identifiable data beyond essential vendors (e.g., hotel rooming lists/shuttles).



Final Checklist

- Passport, e-ticket, eTA/eVisa, yellow-fever card (if applicable)
- Insurance, meds, accessibility items, power adaptor
- Hotel & shuttle confirmations (if sponsored)
- Contact details saved for on-arrival assistance

