



UN-HABITAT

**UN-Habitat, Regional Office for Africa – Annual Africa Diplomatic Corps retreat,
7th to 10th May 2025**

Logistical note

Full-board accommodation

Venue: Sarova Whitesands Hotel

Location: Mombasa, Kenya

A summary of Retreat Logistics

- Wednesday, 7th May 2025: Departure from Jomo Kenyatta International Airport in Nairobi (Time: As per individual ticket).
- Wednesday, 7th May 2025: Arrival at Moi International Airport in Mombasa and transfer to the Hotel, (Time: As per individual ticket).
- Hotel rooms have been pre-allocated at Venue.
- Wednesday, 7th May 2025, at 19:00 Hrs: Informal dinner.
- Thursday 8th May 2025 and Friday, 9th May 2025: Refer to the Retreat Agenda.
- Saturday, 10th May 2025: Check-out and travel back to Nairobi (Time: As per individual ticket)
- A conference room and video system, projector and possible remote connection will be available.
- The conference package is on a full board basis. Any extras will be borne by the guest.

Transportation

- Transportation mode will be via commercial Aircraft.
- On 7th May 2025, the Aircraft will depart from Jomo Kenyatta International Airport in Nairobi to Mombasa (Time: As per individual ticket)
- On Saturday, 10th May 2025, the departure from the Moi International Airport in Mombasa to Nairobi (Time: As per individual ticket)
- Transfer to and from Moi International Airport in Mombasa to the Hotel will be offered.
- Transfer to and from the Jomo Kenyatta International Airport (in Nairobi) during departure to Mombasa and arrival from Mombasa will be borne by individual.

Participation

- 2 representatives per mission (Ambassador+1)

NB: Kindly send both boarding pass (to and from Mombasa, Kenya) to Joan Kangethe and Anne Muchiri, below are the contact details.

Contacts:

Joan Kangethe:

Email: kangethe1@un.org, phone : +254720 931979

Anne Muchiri

Email: anne.muchiri@un.org, phone: +2547 20 871169