

**MSP Meeting**  
**22<sup>nd</sup> to 25<sup>th</sup> January 2013**  
**Nairobi, Kenya**

#### **I. Date and Place**

1. The MSP Meeting be held from 22<sup>nd</sup> to 25<sup>th</sup> January 2013. This event will take place at the Intercontinental Hotel, Nairobi.
2. Rooms have tentatively been booked by the Africa Union and FAO for the participants attending the event at the above-mentioned hotel.

#### **Accommodation**

Accommodation rate- US\$ 140.00 per night

- These Special Bedroom Rates have been negotiated with the Client and represent the best rate available considering the volume of rooms, length of stay and season.
- These rates are inclusive of breakfast and all the statutory taxes, which is currently at 28%.
- These Special Bedroom Rates will apply for the above Dates of the Event only.
- **Check-in time is 2.00pm.** Although the Hotel will make every reasonable effort to accommodate guests who arrive before the check-in time, the Client recognizes that guest rooms may not be immediately available. Baggage storage will be available from the Hotel. **The Hotel check out time is 12.00noon**
- All early arrivals should be pre booked the night before
- Any early departures are charged @ US\$ 50.00

**The address of the hotel is as follows:**

Intercontinental Nairobi  
City Hall Way  
+254-20-3200 000 or 32 00 217 or 32 00 315  
Fax No. +254-20-3200 036  
[www.ihg.com](http://www.ihg.com).

#### **2. Contact Persons**

Aurelius Mukuna  
Key Account Manager  
Tel: + 254 20 32 00 217  
Email: aurelius.mukuna@ihg.com

Monica Kioni  
Conventions & Banquet Account Manager  
Tel: 254 20 32 00 315  
Email: [monica.kioni@ihg.com](mailto:monica.kioni@ihg.com)

#### **Accommodation booking contact person**

Boniface Ng'ang'a  
Rooms Coordinator  
Tel: + 254 20 32 00 317  
Email: boniface.nganga@ihg.com

**We will provide a booking tool for the guest to book online, this will be communicated once the tool is up and running**

#### **3. Airport Pick-up:**

- We provide airport pickups at a charge of US\$ 30.00 per person; one-way.
- Complete Flight details should be submitted at least 24 Hrs in advance for individuals. For groups of over 15 participants reservations for the same should be submitted at least 3 Days prior to the arrival date

**3. Meals**

- Breakfast will be served at Pool Terrace included in the hotel rate.
- Lunch will be served at the Pool Deck from 22<sup>nd</sup> to 25<sup>th</sup> January 2013., inclusive of the meeting package
- The hotel has one international restaurant, one Indian restaurant and coffee Shop
- The hotel has 2 bars, Safari Bar (Lobby level of the hotel) and Makuri bar (By the pool side)