



**UN Workshop on Double Tax Treaties and
Base Eroding Payments for Developing Countries
Nairobi, Kenya
21-24 March 2017**



INFORMATION NOTE

General

The UN Workshop on Double Tax Treaties and Base Eroding Payments for Developing Countries will be held in Nairobi, Kenya on 21-24 March 2017, between 10 am and 5.30 pm, with lunch break between 1 pm and 2.30 pm.

On the first day of the event, please make sure you arrive at 9 am to go through registration.

Venue

The Course will be held at the United Nations Offices in Nairobi (UNON), located in the area of Gigiri.

Due to the high security of the venue, **please make sure to carry your passport with you at all times, as you will need it to enter the UN complex.**

Travel

Visa:

Participants should obtain a visa through the Consulate of Kenya in their home country, if required.

Air ticket:

The electronic ticket will be issued by American Express Travel and a tentative itinerary will be sent to participants prior to the issuance of the ticket. Tickets will be issued by American Express once they have received the authorization from the United Nations.

Please remember to **KEEP ALL YOUR BOARDING PASSES**. They are needed in order to collect the balance of the Daily Subsistence Allowance (see below).

Allowances:

You will be provided with Daily Subsistence Allowance (DSA) for 5 nights at approximately US\$310 per night and Terminal Expenses (TE) of US\$152 to cover your transportation between the airport and the hotel.

Organization and programme of the Event

Please see the concept note and programme of the Event (to follow).

Language and Interpretation

The working language of the meeting is English. Simultaneous interpretation will be provided in French.

Accommodation

Hotel:

Participants are kindly advised to arrange for the booking of their own hotel accommodation.

For your information, please find below a list of hotels close to the UNON, some of which have agreed to provide special rates in relation to the event.

Hotel Name	Rates in US \$ or Kshs	Contacts
Tribe hotel	Single \$360 Double \$ 270 Single \$250 corporate rate	sc@tribehotel.kenya.com
The Bedelle	Single \$120 Deluxe \$150 VIP \$250	reservations@thebedelle.com
Tara Suites	Single \$142 Double \$206 Twine \$ 118 per person Junior \$177 Executive \$ 206	+254 717700417 info@tarasuites.com
Casa Bella Suites		indy@casabellagigiri.com
Dolfran Guest House	Single Ksh 6500 Double Ksh 8500 Executive Ksh 9000	0706501811 info@dolfranguesthouse.co.ke
Sunstar Hotel.	KSH 4500- Single KSH 5500- Double KSH 7000- Superior	+254 738 314165
Dream Place	\$ 60 Budget suite \$80 Standard suite \$100 Superior suite	info@dreamplace.co.ke +254 708788488
The 140		the140@cenhika.com
Kingdom Gardens		+254 20 208 6154 http://kingdomgardens.co.ke/
Villa Leone Hotels		info@villaleone.co.ke info@villa-leon.com
Adies Garden Suites		+254 774141501 info@adiesgardensuites.co.ke

Contact Information

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