

**22-24
September**

**Nairobi
Kenya**



CGIAR SCALING WEEK 2026

Information Note



Welcome to CGIAR Scaling Week 2026. This information note provides practical guidance to help you prepare for your travel to Nairobi and your participation in the event. Please review the information carefully before your departure.

01 Visas- now Electronic Travel Authorization (ETA)

The Government of Kenya requires most international travelers to obtain an Electronic Travel Authorization (eTA) before travelling to Kenya.

Applications can be submitted online through the official eTA portal at <http://www.etakenya.go.ke>. Participants are encouraged to apply well in advance of their departure to allow sufficient time for processing.

Please note that all travelers to Kenya are required to obtain and pay for an eTA prior to travel, except citizens of Kenya and nationals who are exempt from this requirement.

02 Transport

Jomo Kenyatta International Airport (JKIA) is located approximately 30 km from the International Livestock Research Institute (ILRI) campus.

Participants are responsible for arranging and paying for their own air travel, travel insurance, and airport transfers.

Recommended Airport Transfer Service

To book an airport transfer, please email ILRITravelAgent@cgiar.org and copy scalingweek@cgiar.org, providing the following information:

- Full name
- Flight number
- Arrival and/or departure date and time
- Hotel name
- Mobile phone number

Upon arrival at Jomo Kenyatta International Airport, participants using Hemingways Travel should look for a representative or vehicle displaying the Hemingways Travel logo shown below.

Hemingways Travel also operates a service desk at the airport. Should you require assistance, you may contact them on:

- +254 709 195 195
- +254 709 195 401
- +254 709 195 402



Hotel Airport transfers

Many hotels in Nairobi also provide airport transfer services for their guests. Participants staying at these hotels are encouraged to contact their respective hotel directly, in advance of their arrival, to arrange airport pick-up and drop-off services.

Daily Shuttle Services

For participants staying at the recommended hotels, complimentary pooled shuttle transport will be provided each morning from the designated hotels to the ILRI campus. Return shuttle services will depart from the ILRI Main Reception/Bus Park at the end of each day's programme.

Please note that the shuttle service will operate according to a published schedule, which will be shared with participants before the event.

Participants are responsible for arranging and paying for their own accommodation. To benefit from negotiated conference rates, participants are encouraged to book one of the recommended hotels below using the booking links and discount codes provided.

Hotel charges may be settled directly with the hotel in either Kenya Shillings (KES) or United States Dollars (USD) using cash or major credit/debit cards, subject to each hotel's accepted payment methods.

** Rates are subject to hotel availability.

** Participants should make reservations as early as possible

Hotel	Rate in USD	Booking link	Discount code
Movenpick	160	Click here for booking link	N/A
Kempinski	160	Click here for booking link	INTE260925
Novotel	130	Scaling Week 2026	
Hayatt Regency	130	Click here for booking link	G-ILRI
Best Western	120	Click here for booking link	UXPVT6H
Hyatt Place	145	Group Booking_ _Hyatt Events	
Dusit	120	Click here for booking link	ILRI0BB
Ibis Styles	90	ILRI Scaling Week 2026	
Pride Inn Azure	90	Click here for booking link	ILRI2026
Jacaranda	85	Click here for booking link	

05

Venue of the meeting

CGIAR Scaling Week 2026 will be held at the International Livestock Research Institute (ILRI) Headquarters in Nairobi, Kenya.

Upon arrival at the ILRI campus, all participants are requested to proceed to the Registration and Information Desk to complete registration and collect their event badge and conference materials. The registration desk will remain open throughout the event to assist participants with general enquiries and logistical support.

For security purposes, participants may be required to present valid photo identification (passport, national ID, or driver's license) when entering the ILRI campus. Please wear your event badge at all times while on the premises, as it serves as your official identification and provides access to the event venues.

Complimentary Wi-Fi will be available throughout the conference venue, and connection details will be provided at registration. Event staff and volunteers will be available throughout the week to provide directions and assistance as needed.

07

Banking

Nairobi has a well-developed banking system with numerous local and international banks, foreign exchange bureaus, and Automated Teller Machines (ATMs) conveniently located throughout the city, including at Jomo Kenyatta International Airport and major shopping centres.

For participants' convenience, an NCBA Bank branch, with ATM services, is located on the ILRI campus and will be available during normal banking hours for cash withdrawals and other banking services.

Major international credit and debit cards (including Visa and Mastercard) are widely accepted at hotels, restaurants, and most retail establishments. However, participants are encouraged to carry a small amount of Kenya

06

Meals

Morning tea, lunch, and afternoon tea will be provided each day for all participants throughout the event. In addition, participants are invited to a Networking Cocktail Reception on the evening of Wednesday, 23 September 2026, providing an opportunity to connect and network with fellow participants.

Please note that participants are responsible for all other meals, beverages, and incidental expenses not included in the official programme.

Participants with special dietary requirements (e.g. vegetarian, vegan, halal, gluten-free, food allergies, or other dietary restrictions) are kindly requested to indicate these during registration or notify the Secretariat in advance by emailing scalingweek@cgiar.org to enable the necessary arrangements to be made.

08

Currency

The official currency of Kenya is the Kenyan Shilling (KES).

Foreign currencies can be exchanged at authorized banks and licensed foreign exchange bureaus, including those located at Jomo Kenyatta International Airport and throughout Nairobi.

Exchange rates fluctuate regularly. Participants are encouraged to check the prevailing exchange rate before travelling. As a guide, USD 1 is approximately equivalent to KES 130, although this may vary depending on the exchange provider and market rates.

Health Information

Participants are encouraged to ensure they are in good health before travelling to Kenya and to obtain comprehensive travel and medical insurance covering the duration of their stay.

Travelers will be required to present a valid International Certificate of Vaccination against Yellow Fever upon arrival. Participants are advised to check the latest health and entry requirements applicable to their travel itinerary before departure.

If you take prescription medication, please carry an adequate supply for the duration of your stay in its original labelled packaging, together with a copy of your prescription or a letter from your healthcare provider, if applicable.

Nairobi has a well-developed healthcare system with several high-quality public and private hospitals. In the event of a medical emergency during the conference, assistance can be obtained through the Scaling Week Secretariat or the ILRI Security Office, who will facilitate access to the nearest appropriate medical facility.

Participants requiring ongoing medical care or with pre-existing health conditions are encouraged to consult their healthcare provider before travelling.

Communication

The official language of CGIAR Scaling Week 2026 is English, and all plenary sessions, presentations, and event materials will be delivered in English.

The international dialing code for Kenya is +254. Participants wishing to use local mobile services may purchase prepaid SIM cards or eSIM packages from major service providers at Jomo Kenyatta International Airport or authorized retail outlets throughout Nairobi. Valid identification (passport) is required for SIM card registration.

Complimentary Wi-Fi will be available throughout the ILRI campus and at most recommended hotels. Internet access details will be provided at the registration desk upon arrival.

Kenya operates on East Africa Time (EAT), GMT+3.

Security

The safety and well-being of all participants is a priority. While Nairobi is generally a welcoming city, participants are encouraged to exercise the same level of personal vigilance they would in any major international city.

To help ensure a safe and enjoyable stay, participants are advised to:

- Use only reputable taxi services or recognized ride-hailing platforms or arrange transport through your hotel or the official conference travel service.
- Remain alert in crowded places and avoid walking alone at night in unfamiliar areas.
- Keep a copy of your passport, visa/eTA, travel insurance, and other important documents separate from the originals.
- Follow any security guidance provided by the organizers, your hotel, or ILRI staff during the event.

ILRI has a dedicated Security Office that operates 24 hours a day. In the event of an emergency while on campus or during the conference, please contact the ILRI Security Office:

+254 20 422 3362
+254 733 634 907
+254 728 970 722

11 ICT Services and Power

Complimentary Wi-Fi will be available throughout the ILRI campus and in most of the recommended hotels. Internet access details will be provided at the registration desk upon arrival. Technical support will also be available throughout the event to assist participants with connectivity or other ICT-related enquiries.

Kenya operates on a 240V supply voltage (50Hz) and uses Type G electrical sockets and plugs (three rectangular pins). Participants are encouraged to bring a suitable universal travel adapter and any chargers required for their electronic devices.

12 Weather

September is generally a pleasant time to visit Nairobi, with mild daytime temperatures and cooler mornings and evenings. During this period, temperatures typically range between 14°C and 25°C, with occasional light showers as the city transitions into the short rainy season.

Participants are encouraged to pack light, comfortable clothing for daytime activities, together with a light sweater or jacket for the cooler mornings and evenings. Comfortable walking shoes are also recommended, as some event activities may require moving between buildings on the ILRI campus. It is advisable to carry a small umbrella or light rain jacket in case of intermittent showers.

As weather conditions may vary, participants are encouraged to check the local weather forecast before travelling and pack accordingly.

13 Special needs

The CGIAR Scaling Week 2026 Secretariat is committed to ensuring an inclusive and accessible event for all participants. If you require any special assistance or have specific accessibility, dietary, medical, or other requirements, please let us know as early as possible to enable the necessary arrangements to be made.

This may include, but is not limited to:

- Dietary requirements (e.g. vegetarian, vegan, halal, gluten-free, food allergies)
- Accessibility or mobility support
- Hearing or visual assistance
- Medical or health-related requirements
- Lactation or nursing facilities
- Any other special requirements

Participants are encouraged to contact the Secretariat in advance by emailing scalingweek@cgiar.org.

While every effort will be made to accommodate all requests, early notification will help us provide the most appropriate support.

Contact details

Should you require any assistance before or during CGIAR Scaling Week 2026, please do not hesitate to contact the Secretariat using the details below.

Scaling Week Secretariat

Email: scalingweek@cgiar.org

Telephone:

Ann Kinoti - +254 720 864 692

Jennifer Kinuthia +254 710 693 231

Airport Transfers (Hemingways Travel)

Email: ILRITravelAgent@cgiar.org

Telephone:

- +254 709 195 195
- +254 709 195 401
- +254 709 195 402

Emergency Contact

ILRI Security Office (24 Hours)

- +254 20 422 3362
- +254 733 634 907
- +254 728 970 722

Onsite conference support

During the event, participants may visit the Registration and Information Desk located at the conference venue for assistance with programme information, venue directions, transport, and any other logistical enquiries.

We look forward to welcoming you to Nairobi and wish you a safe journey and a productive CGIAR Scaling Week 2026.