



COALITION *for* AFRICAN
RICE DEVELOPMENT
CARD Secretariat, c/o AGRA
Eden Square, Block 1, 2nd Floor
PO Box 66773, Westlands, 00800
Nairobi, Kenya

**The 3rd CARD General Meeting
Arusha, Tanzania on 18-19 May 2010**

Information for Participants

Host

The 3rd CARD General Meeting is hosted by Coalition for African Rice Development (CARD).

Venue

The meeting (18-19 May) and the seminar (17 May) will take place at Ngurdoto Mountain Lodge in Arusha. It is located between Arusha Town and Kilimanjaro Airport, approx 27km from both.

Ngurdoto Mountain Lodge

Momella Rd

PO Box 7302 Arusha

Tanzania

Tel: +255 27 254 2217 to 26

Fax: +255 27 254 2227/28

Mobile 1: +255 784 556 162

Mobile 2: +255 754 226 165

URL: www.thengurdotomountainlodge.com/

Schedule

Monday 17 May afternoon

Seminar organized by Japan International Research Centre for Agricultural Sciences (JIRCAS)

Tuesday 18 May

CARD 3rd General Meeting - Day 1

Welcome Reception

Wednesday 19 May

CARD 3rd General Meeting - Day 2

Thursday 20 May

Field trip to Lower Moshi irrigation and KATC

* Please see the attached latest agenda for details.

Air tickets

For CARD-sponsored participants:

The CARD Secretariat has booked your flights. **If you have not received your flight details, please contact the CARD Secretariat immediately.** Your e-ticket reference will follow shortly.

Tanzanian Visa

Participants who require a visa to enter Tanzania must obtain it at your nearest Tanzanian mission or on arrival at Kilimanjaro airport. To obtain a visa, you are requested to submit the following documentation;

- Visa application form, duly filled (Only when you apply in advance. You don't need it for visa on arrival.)
- Valid passport (should be valid at least 6 months after your departure date from Tanzania)
- Visa letter issued by the CARD Secretariat (**Please contact CARD if you have not received**)
(for Ethiopian/Maliene/Sierra Leonean/Senegalese participants: A copy of Tanzanian Immigration authorization letter, sent by the CARD Secretariat on 21 Apr)
- Passport size photograph x 2
- Flight details
- Visa fee US\$50.00 (US\$100 for US citizens)

For CARD-sponsored participants:

Visa fee will be reimbursed to you at Ngurdoto Mt Lodge. The reimbursement will be done only on the presentation of the original receipt so please make sure to bring them with you.

Yellow Fever

You will need to present a Yellow Fever vaccination certificate on your arrival at Tanzania. If you have not vaccinated, please do so at least 10 days before entering Tanzania. The cost for the vaccination is to be covered by each participant.

Insurance

Participants are advised to ensure that they have own travel/medical insurance.

Clothing

Business attire is recommended at the seminar, meetings and the welcome reception. For the field trip, casual wear with a water-proof jacket and walking boots would be convenient.

Hotel Accommodation

For CARD-sponsored participants:

A room is booked for you at Ngurdoto Mt Lodge. The CARD Secretariat will bear the cost.

For self-sponsored participants:

A room is booked at Ngurdoto Mt Lodge for those who have requested by returning the travel form to the CARD Secretariat. The room rate is US\$130 per person per night, bed & breakfast (lunch will be provided from 17 to 19 May), service/tax inclusive. Please settle accounts when you leave.

Accommodation cost can be paid either cash (US dollar, Euro, GB pound, Japanese yen and Kenyan shilling) or credit card (Visa or Master). **If you have not requested for accommodation, please contact the CARD Secretariat immediately.**

Airport Transfers

The CARD Secretariat will provide airport transfers at our cost between Kilimanjaro Airport and Ngurdoto Mt Lodge for both CARD-sponsored and self-sponsored participants. You will be met by our staff at the Kilimanjaro airport on your arrival. Please look for the 'CARD' flags.

If you changed or cancelled your flight schedule to Kilimanjaro for an inevitable reason, please let CARD Secretariat know immediately so that we can rearrange your airport transfer.

For self-sponsored participants:

If you have not informed the CARD Secretariat of your airport transfer requirement, please do so urgently. Otherwise the CARD Secretariat cannot arrange your airport transfer.

Reconfirmation of Flights

Please reconfirm your inbound flights before leaving Arusha or request CARD Secretariat Office (near the meeting room in Ngurdoto Mt Lodge) to do so. CARD Secretariat cannot take responsibility if you missed your flights by failing to reconfirm your flights.

Daily allowance

For CARD-sponsored participants: Your per diem will be paid at Ngurdoto Mt Lodge based on the CARD standard rate for the entire duration of your journey.

Facilities at Ngurdoto Mt Lodge

Medical Services

Access to first aid/emergency medical services is available through Ngurdoto Mt Lodge.

Internet Communication Services

Internet connection is available at the business centre in Ngurdoto Mt Lodge for US\$5.00 per hour.

Foreign Currency Exchange Services

Available at Reception B for the following currencies;

US dollar (cash & TC), Kenya shillings, GB pound (cash & TC), Euro (cash & TC), Australian dollar, Danish krone, Norwegian krone, Canadian dollar, Swiss franc, Japanese yen, UAE dirham, Swedish krona and South African rand.

Payment

You can pay for your room (for self-sponsored participants), room service, lunches (lunch will be provided from 17 to 19 May), dinners, usage of business centre, purchase at the souvenir shops in cash (US dollar, Euro, GB pound, Japanese yen and Kenyan shillings) or credit card (VISA or Master Card).

Kenyan Visa

For participants from Benin, Burkina Faso, Central Africa, Cote d'Ivoire, DRC, Gambia, Ghana, Madagascar, Mali, Mozambique, Senegal, Sierra Leone and Togo only:

As informed earlier, you will have to stay overnight in Nairobi on your way back home from Tanzania. A room is booked at the following hotel which will provide bed & breakfast as well as airport transfer;

Silver Spring Hotel

PO Box 61362 Argwings Kodhek Road, Nairobi

Tel: +254 20 2722451

URL: www.silversprings-hotel.com/

For CARD-sponsored participants:

The accommodation/airport transfer cost and visa fee are covered by the CARD Secretariat.

For self-sponsored participants:

The CARD Secretariat will cover the cost for airport transfer but not accommodation or visa fee. Please settle accounts when you leave the hotel. The room rate is Kenyan shillings 6,900 (approx US\$90) per night, bed & breakfast /tax inclusive. Kenyan visa fee is US\$50 max.

In order to spend the night outside the Nairobi airport, you must apply for a visa on arrival at the Nairobi airport by presenting the following documentation;

- Valid passport
- Visa letter issued by the CARD Secretariat **(Please contact CARD if you have not received)**
(for Malienne/Senegalese participants: A copy of Kenyan Immigration authorization letter which will be sent by the CARD Secretariat shortly)
- Passport size photograph x 2
- Flight details
- Visa fee US\$50.00

Information on Tanzania

Tanzanian currency

Tanzania's national currency is Tanzanian Shillings (TShs). The exchange rates are as follows as of 22 April;

TShs 10,000 = US\$7.29

US\$1 = TShs 1,372.50

Climate in Arusha

The average temperature in May ranges between 10 and 30 degrees Celsius (52-72 Fahrenheit). It is towards the end of the long rainy season with a monthly average rainfall of 21cm (8.3 inches).

Contact persons

If you have any enquiries, please do not hesitate to contact the following CARD Secretariat staff:

Sawako Nevin: snevin@agra-alliance.org +254 20 367 5359
Caroline Bwire: cbwire@agra-alliance.org +254 20 367 5236

During the week of General Meeting, the CARD Secretariat will set up its office near the meeting room to offer you any assistance.

The CARD Secretariat looks forward to seeing you all in Arusha. Bon voyage!