



LOGISTICAL INFORMATION

The Leadership Summit consists of two parts: the Learning Journeys and the Meeting. To get the most out of your Food Lab experience, we encourage your participation in both.

- The Learning Journeys begin with dinner on Sunday, 6 November and end the afternoon/evening of Tuesday, 8 November: We will facilitate four concurrent two-day Learning Journeys taking place near Arusha, Tanzania and Nairobi, Kenya.
- The Meeting begins with dinner on Tuesday, 8 November, and ends at 13.00 on Thursday, 10 November and will be held at the Ngurdoto Mountain Lodge in Arusha, Tanzania.

Arrival Date(s) and Times

- If you are participating in a Learning Journey:
 - Sunday, 6 November 2016, arrive in Arusha or Nairobi (depending on Learning Journey) no later than 17.30
- If you are coming to the Meeting only:
 - Tuesday, 8 June 2016, arrive in Arusha by 17.30

Departure Date and Time

The Summit formally ends at 13.00 on Thursday 10 November. You can depart Thursday evening or Friday depending on your travel needs.

Venue

The Meeting will take place at the Ngurdoto Mountain Lodge, Momella Road, Arusha, Tanzania.

<http://www.thengurdotomountainlodge.com/> which is approx. 30 minutes from Kilimanjaro International Airport (JRO). The Arusha Learning Journeys will also gather here on Sunday night.

Time Zone

Arusha, Tanzania and Nairobi, Kenya are in the East African Time Zone (GMT/UTC +3).

Learning Journeys

Dinner and Briefing Session:	6 November 2016, 18.30-22.30 at Hotel (either Ngurdoto Mountain Lodge or Nairobi hotel)
Leave Hotel:	7 November 2016, time as scheduled per individual journey (early morning)
Return to Ngurdoto Lodge:	8 November 2016, time as scheduled per individual journey (late afternoon or evening)

Detailed Learning Journey itineraries will be available shortly. At that time, those who are already registered for Learning Journeys will be able to select which one they want to go on. Those who register after the Learning Journeys are posted will get to choose on a space available basis. If you register before the Learning Journeys are fully described and none of them meet your needs, you will be given a refund.

Registration Fees

Two-Day Learning Journey and Meeting—\$1250

Includes a hotel room for Sunday and Monday nights only. See below for reservation information.

Meeting only—\$750

No hotel. See below for reservation information.

Hotel Reservations

When you register for the Summit, you will be asked if you need the Food Lab to make a hotel reservation for you. If so, we will make your hotel reservations for both the Learning Journeys and Meeting. We will take care of the payment for your room on Sunday and Monday nights for the Learning Journey and you will make payment directly to the Lodge upon arrival for the Meeting (for Tuesday night and on through your departure).

The hotel room rate is \$US 80.00 per night with tax including breakfast. To take advantage of this special room rate, you must register with us by 1 September, 2016.

Cancellations/Changes/Refunds—DEADLINE 1 OCTOBER 2016

Meeting/Learning Journey Cancellations:

You may cancel with a full refund by or before 1 October. Cancellations after 1 October are not eligible for a refund but a substitute may be sent.

Hotel Cancellations:

If you need to cancel your hotel room please let us know by **1 October**. Otherwise we will need to charge you for the full stay. In case of emergencies after 1 October, we will do our best to work with you, however we have a commitment to the hotel for your room after this date.

Travel Information

Airfare

We encourage you to reserve your passage as soon as possible in order to secure low airfares. Kilimanjaro International Airport (JRO) is the closest major airport for those taking part in one of the Arusha Learning Journeys or just the Meeting. **HOWEVER, if you will be participating in the Learning Journey that begins in Nairobi, you will fly directly to Nairobi's Jomo Kenyatta International Airport (NBO) and then fly onto Tanzania Tuesday evening as a group (you will need to book this ticket). Specific flight details are forthcoming.** Everyone will leave at the end of the meeting from Arusha (JRO).

Ground Transportation

More details will be available soon.

Travel Documents

Almost everyone needs a visa to enter Tanzania, which costs US\$50 for most nationalities (US\$100 for citizens of the USA) for a single-entry visa valid for up to three months. Officially, all travellers who come from a country with Tanzania diplomatic representation must obtain visas in advance. One-month single-entry visas (but not multiple-entry visas) are also currently issued on arrival at Kilimanjaro International but must be paid for in cash, in US dollars. Our advice: get your visa in advance if possible.

Should you require a letter from us to obtain your visa, we will supply you with one once you are fully registered and paid.

Other Information

Meals

All meals during the Learning Journey will be covered by your Learning Journey fee starting with Sunday dinner. For the Meeting, your registration covers dinner on Tuesday, lunch and dinner on Wednesday, and lunch on Thursday. Breakfast is included in your hotel room rate. If you have any specific dietary requirements or food allergies, please be sure to include that information on the registration form or let LeAnne (lgrillo@sustainablefood.org) know right away.

Weather

Temperatures average about 81° F (27° C) during the day and 52° F (11° C) at night during early November. There is the potential of some rain as November is the beginning of the “short rains.” However, the rains sometimes arrive later (or earlier) than this.

Dress/Packing

Dress is casual for all parts of the Summit. Please dress comfortably. Layers are best as temperatures will vary based on altitude and time of day. For those going on a Learning Journey, please bring closed-toe walking shoes so that you can go out into the fields, rain gear, a hat, sunscreen, and insect repellent. For the Arusha Learning Journey participants—you may want to consider bringing a smaller bag to bring your clothes for just the Learning Journey overnight, as you will be able to leave most of your luggage at the Ngurdoto Lodge when you leave.

As meeting room temperatures and personal comfort levels vary, please bring a sweater or a jacket with you to the sessions.

Money

Standard currency is the Tanzanian shilling. You will need very little cash and may change money at the airport or by accessing a local ATM. For currency conversion, please visit www.xe.com/ucc/. US dollars are also accepted if necessary.

Tipping/Gratuities

In restaurants, if a tip is not included, 5-10% or rounding up to the next \$5 works. A dollar or two for bell staff at the hotel is always welcome, as is a dollar a day for housekeeping staff.

Electricity

Tanzania uses the three flat-pronged sockets, called BS-1363, which is the same as used in the UK. A universal adapter has the appropriate connection.

Internet Access

The hotel has complimentary wireless internet.

For Questions or More Information:

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