11th Community Based Adaptation (CBA) Conference on ‘Harnessing Natural Resources and Ecosystems for Adaptation’; Hotel Royal Suites, Kampala, Uganda

Logistics Note

Key Dates:

**CBA Conference**: Monday 26th - Thursday 29th June (morning)

**Irish Aid Partners and Focal Points Meeting**: Thursday 29th (afternoon) - Friday 30th June

**Venue (for both CBA and IA Partners and Focal Points Meeting)**: Hotel Royal Suites, Plot 18-20 Binayomba Road, Off Luthuli Avenue, Bugolobi, Kampala, Uganda

Location

The CBA Conference will take place at Hotel Royal Suites, Plot 18-20 Binayomba Road, Off Luthuli Avenue, Bugolobi, Kampala, Uganda from 26th-29th June. The Irish Aid Partners and Focal Points Meeting will take place at the same Hotel Royal Suites, directly after the CBA Conference, from the afternoon of the 29th June and Friday 30th June. In order to attend the full CBA Conference and IA Partners and Focal Points Meeting, you must arrive on or before Sunday 25th June, and leave on Saturday 1st July. You should have received a full schedule for the CBA Conference once registered.

Registration

Registration codes for the conference have been sent through email and should have been received by all Irish Aid partners and climate focal points. We encourage those that have not done so, to register immediately, in order to secure your place at this upcoming CBA Conference.

Travel

Getting to Kampala: Uganda’s primary airport is Entebbe Airport, approximately 40km from Kampala. It can take from one to three hours to drive from Entebbe to Kampala, depending on the traffic. For Irish Aid partners attending the Conference, IIED will organise airport transfer to and from Kampala. If airport transfers are require in your country of origin for partners sponsored through IIED, these can be claimed using the ‘Table of expenditures sponsorships’ form.

Visas

Most visitors to the Republic of Uganda will need to obtain a visa before they arrive at their port of entry (such as the airport). Irish Aid invites partners and staff to attend CBA11 and the Irish Aid workshop from over 10 different nationalities. It is the responsibility of every citizen to secure a valid visa to enter Uganda. For information on visas, a list of fees and visa-exempt nationalities, visit [www.immigration.go.ug/content/visas-and-passes](http://www.immigration.go.ug/content/visas-and-passes).

The Republic of Uganda has recently introduced an e-visa application system, and you are advised to apply online for an e-visa as far in advance as possible at [www.immigration.go.ug](http://www.immigration.go.ug). All travellers to the Republic of Uganda MUST have a valid yellow fever immunisation card to show at the point of entry.

Entry requirements (visa/passport) for Irish Citizens

From 01 July 2016, if entering the country via Entebbe Airport, you will need to apply for a pre-approval letter for a Ugandan visa online. This letter will need to be printed and presented to immigration officials upon arrival. Irish citizens do not have to pay a visa fee. We advise that you apply
for the pre-approval letter at the earliest possible opportunity. It is important to make sure that your passport is stamped on arrival as there have been recent cases where this was not done.

**Vaccinations**

We recommend you consult your GP or travel nurse six-to-eight weeks prior to travelling to Uganda to ensure that you get the right vaccinations, that you are in good health, and to arrange for any over-the-counter medication that you may need.

Please see here for a list of necessary vaccinations. Yellow fever vaccination is required for arriving travellers from all countries. Under International Health Regulations (2005), a certificate of yellow fever vaccination is required from travellers over one year of age arriving from countries with risk of yellow fever transmission.

**Travel insurance**

You are responsible for securing your own travel insurance. Please note some insurers may void your cover if travelling to a country with a government travel warning. Please regularly check your local government’s travel advisories and contact your insurer to confirm your cover. For IIEC sponsored partners, travel insurance costs can be claimed using the 'Table of expenditures sponsorships' form.

**Accommodation**

Accommodation has been booked at the CBA venue ‘Hotel Royal Suites Bugolobi’, for all partners and the climate focal points from Sunday 25th June, checking out Saturday 1st July (6 nights). Rooms will be held for CBA participants at a discounted rate of US$100 per night until 1st July. Any additional participants attending and wishing to stay at the Hotel Royal Suites should notify the Climate Policy Team. As spaces are limited, securing additional rooms at the venue of CBA cannot be guaranteed.