



INFORMATION NOTE

The Council for the Development of Social Science Research in Africa (CODESRIA) is pleased to welcome you to Nairobi, Kenya for the Publication and Dissemination Workshop for the 2023/2024 Meaning-making Research Initiatives (MRI) cohorts. We invite you to observe the following:

A. WORKSHOP LOGISTICS

- **Venue & Date:** The workshop will take place at Central Bank of Kenya Institute of Monetary Studies (CBK-IMS) in Nairobi, Kenya, from 31 March to 2 April 2026. Over the three days, sessions will run from 09:00 to 17:00.
- **Registration:** All participants are required to sign the attendance list on each of the three days. Please complete this before the first session begins.
- **Accommodation:** Accommodation will be provided at the Central Bank of Kenya Institute of Monetary Studies (CBK-IMS) on a bed and breakfast basis for participants residing outside Kenya and Nairobi. The address of CBK-IMS is as follows:
The Central Bank of Kenya Institute of Monetary Studies (CBK-IMS)
P.O. BOX 65041 - 00618 NAIROBI
Tel. : 8646000 | 0727-600668 |
0733-600668 Email: reservations@centralbank.go.ke

B. TRAVEL & ARRIVAL INFORMATION

- **Airport Transfer:** Lyconet Africa's shuttle will be at the airport to pick you up. Upon arrival, one of the company's drivers bearing a sign with "CODESRIA" prominently displayed will meet you. Many participants might be arriving on the same flight or almost at the same time, kindly be patient while the driver is welcoming others on his list.
- **Visa:** As of July 2025, citizens of African countries(except Somalia and Libya) may enter Kenya visa-free for up to 60 days. Travelers holding non-African passports are required to obtain an Electronic Travel Authorization (eTA) online before travel. Please note that CODESRIA will not cover eTA fees.
- **Vaccination:** Please ensure that your vaccinations are up to date. Upon arrival at the airport, you will be requested to present your yellow fever vaccination card (international certificate of vaccination). Please note that costs related to vaccinations shall not be reimbursed.

C. WORKSHOP PROGRAM

- **Program:** The meeting will combine sessions focusing on MRI articles and talks by keynote speakers.
- **Presentations by researchers:** A member from each MRI project will deliver a 15-minute presentation summarizing their research outputs. This should focus on the key findings and their significance, and the challenges encountered throughout the process. Since most attendees will have read your manuscripts beforehand, the presentation should concentrate on highlighting key issues. Following the presentation, there will be a 30-minute open discussion. The principal goal is to maximize constructive feedback on the submitted manuscripts to support thorough and rigorous revisions.
- **Talks:** Invited Keynote Speakers are requested to prepare a presentation not exceeding 20 minutes, to be followed by a 40-minute question-and-answer session.
- **Chairs:** We have a tight program for 3 days in Nairobi. Adhering to the scheduled times is essential. Each working session has a designated chair responsible for moderating the discussion, ensuring the session starts and ends on time, and that all speakers stay within their allotted speaking time.
- **Session Reports:** For each session, someone will be assigned to take notes (summarized) and submit them to the Research Programme at research@codesria.org by the last day of the workshop.
- **Interpretation:** Simultaneous interpretation in French and English will be provided to facilitate discussions. Power-Point projection equipment will be available throughout the workshop. Kindly send a copy of your presentation in advance to research@codesria.org so that it can be prepared for projection.



- **Mobile Phone Usage:** To maintain an undisturbed learning environment, we kindly ask all participants to refrain from using their phones during workshop sessions. Please ensure your phone is set to silent mode to prevent interruptions.
- **Documents:** The workshop programme and related documents will be sent by email. Please save them digitally, as no hard copies will be provided.

D. MEALS AND PER DIEM

- **Tea-Coffee Break:** Tea and coffee will be available during the breaks: a morning break of 30 minutes and an afternoon break of 15 minutes.
- **Food:** Lunch will be provided during the 3 days of the meeting (31 March – 2 April 2026).
- **Welcome dinner:** All participants are invited to a dinner offered by the Council on the evening of 31 to March.
- **Per diem:** CODESRIA will provide a modest per diem to participants who are accommodated to cover dinner and incidental expenses.
- **Personal Expenses:** Please note that participants will be responsible for any additional charges incurred during their stay, including phone calls, laundry services, room service, and similar expenses.

E. FINANCIAL & ADMINISTRATIVE INFORMATION

- **Membership fees:** At its 97th Meeting in March 2023, the CODESRIA Executive Committee mandated the Secretariat to deduct membership fees at source in all its meetings. Accordingly, participants who are not already paid-up members of CODESRIA will have \$50 deducted from their allowance to cover the cost of their individual membership for one year.
- For further details on CODESRIA membership, including the rights and obligations, please refer to the CODESRIA Charter available at: <https://codesria.org/about-us-codesria/codesria-charter/>
- For information on other categories of CODESRIA Membership, please visit: <https://codesria.org/membership/>

F. LOCAL INFORMATION

- **Local time:** Eastern Africa Time (EAT) is 3 hours ahead of Coordinated Universal Time (UTC).
- **Climate:** In March and April, Nairobi is generally warm and wet, with daytime temperatures around 24–27 °C (75–81 °F) and frequent rain showers, especially in April.
- **Voltage:** 240 Volts. If you travel with a device that does not accept 240 Volts at 50 Hertz, you will need a voltage converter. Adapter plugs may be needed for electrical equipment. The plug type in Kenya is: “Type G”.
- **Currency:** Kenyan Shilling (KES). Foreign exchange services are available at CBK-IMS’s front desk.
- **Connectivity:** Internet connectivity may be limited at the Central Bank of Kenya Institute of Monetary Studies (CBK-IMS). Participants are advised to purchase a local SIM card with a data plan upon arrival at the airport.

G. CONTACTS

For any questions or assistance, please contact the appropriate person below:

- **Workshop Information & Content:**
research@codesria.org or Khady Diop at khady.diop@codesria.org, Tel: +221 76 608 45 81 or Chifaou Amzat at chifaou.amzat@codesria.org, Tel: +221 76 608 05 29
- **Flight Tickets & Travel Issues:** Marieme Ly at marieme.ly@codesria.org
- **Airport Transfer Difficulties:** Lyconet Africa at info@lyconetafrica.com or +254720226275

We hope that you will find this information useful and wish you a safe journey to Nairobi and a successful workshop

