



iarmj

International Association of Refugee and Migration Judges

14th IARMJ WORLD CONFERENCE AND POST-CONFERENCE WORKSHOPS

INFORMATION/LOGISTICS NOTE

1. Conference and Post-Conference Workshops Venue

The workshops and conference will be held at the **Mövenpick Hotel & Residences Nairobi, Kenya**, and hotel accommodation for participants is available. Your booking is to be made directly by you, click ⇒ [link to Hotel Booking](#)

Strategically located in **Westlands, Nairobi**, the hotel is a premier venue for international conferences and exhibitions with African design, uplifting atmosphere, open spaces, cool features and panoramic views. It is conveniently **21 km from Jomo Kenyatta International Airport (JKIA)** and easily accessible via major roads, with taxis and shuttles ensuring smooth transfers. The hotel provides **secure parking** for self-driven guests, VIPs, and event organizers.

Conference Facilities: Has a modern meeting room, a spacious ballroom for **workshops & breakout sessions** and a large exhibition hall, ideal for keynote speeches and panel discussions fitted with **high-speed internet**, **Advanced AV technology** and **simultaneous interpretation** of multilingual events.

Accommodations: The hotel has **276 elegantly designed rooms, suites, and serviced residences**, ensuring a relaxing and productive environment for all guests. The rates are as follows:

Room types	Bed & Breakfast Accommodation	Half Board accommodation
Superior	175 USD/night	210 USD/night
Executive	270 USD/night	305 USD/night
Junior Suites	400 USD/night	435 USD/night

NB:

- Rates are inclusive of breakfast, access to the internet, access to swimming pool, GYM, complimentary parking and, for Executive rooms/Suites -access to the executive lounge. Room rates are quoted in USD, per night.
- Room Rates are inclusive of 25% statutory taxes (16% VAT, 7% service charge, 2% catering levy).
- Rates are inclusive of buffet breakfast.
- The hotel reserves the right to amend the rates should the number of rooms decrease/increase from the initial inquiry.
- Rates are applicable for the above-mentioned group/dates only.
- Rates are valid two (2) days before the arrival and two (2) days after the group booking.
- All changes and cancellations should be confirmed in writing.
- All no-shows will be charged for the entire stay.

Early Departure:

- If a delegate decides to leave the Hotel before the date of departure booked, cancellation fees are payable.

- The Hotel shall have the right to charge these nights at the contracted rate until the date of departure originally booked.

Key Information: Check-in and check-out time

- The hotel check-in time is from 1400 hours.
- Early check-in from 1000 hours is subject to availability upon arrival/check-in at the hotel.
- Guaranteed check-in time earlier than 1000 hours must be booked from the previous day.
- The hotel check-out time is 1200hrs.
- Late check-out is always subject to room availability on the date of check-out date.
- Check-out until 1800 hours shall be subject to an additional 50% of the total room rate.
- Check-out after 1800 hours shall be subject to an additional (1) one-night room rate.

Other nearby Hotels close to Mövenpick:

- **Villa Rosa Kempinski** (1.5 km away)
- **Radisson Blu Hotel Upper Hill** (4.2 km away)
- **Sankara Nairobi, Autograph Collection** (700m away)
- **Fairmont The Norfolk** (3 km away)
- Other hotels can be accessed via Booking.com

Nairobi Weather – Anticipated weather information in November 2025 during the Conference

- **Temperature:** Warm & pleasant, ranging between 15°C (59°F) and 26°C (79°F)
- **Rainfall:** Short rainy season – expect occasional **afternoon showers** while mornings and evenings remain comfortable

Recommended Attire

- **Formal clothing - Suits and national dress at the Opening Ceremony and smart casual wear on other days.**
- **Light clothing** for warm temperatures.
- **A light jacket/umbrella** for occasional showers.
- **Comfortable walking shoes** for exploring the city and evening walks.

2. Invitation Letters shall be issued by the President if required by any delegate.

3. The Draft Programme is attached to this Note.

4. Registration

The Conference and Post-Conference Registration form is posted on the IARMJ website www.iarmj.org specifying registration fee and manner of payment

5. Logistics

- **Flight Information** - departure times and flight numbers are to be provided to the IARMJ Secretariat and Local Organizing Committee before departure by delegates.
- **Transport Logistics** – a dedicated desk at the Jomo Kenyatta International Airport will be available to guide delegates on transport options; taxi and Uber included.

6. Visa

- **Electronic Travel Authorisation (eTA) Information**

Travellers must complete their Electronic Travel Authorisation (eTA) prior to travel. This can be submitted up to 90 days before travel. Kenya eTA is a semi-automated system that determines the eligibility of visitors to travel to Kenya. An eTA offers permission to travel and is authorised by the Government of the Republic of Kenya.

Applications are usually processed within 3 days, but in some cases, it may take longer. You can also choose the expedited processing if you need your application processed faster. We recommend applying for your eTA at least 2 weeks prior to travel. Travellers can submit their applications up to 3 months prior to travel. It is highly recommended that travellers apply as soon as they have booked their accommodations and transport tickets.


Citizens of certain nationalities are required to complete their eTA, even if they are exempt from payment. Information can be obtained at <http://www.etakenya.go.ke/>. A valid passport, not expiring for at least six months from the date of arrival, is required for entry into Kenya.

Contact information of Protocol Liaison Officers from the Judiciary of Kenya, the Ministry of Foreign and Diaspora Affairs and an Immigration Officer will be provided in the Essential Contact Information list on the Information Note, in case a delegate needs guidance on this process.

Contact persons:

For any questions, please contact:

1. On the programme-Justice Isaac Lenaola, President, IAMRJ and Chairperson,
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2. On Logistics-Lillian Arika: arikalilian@gmail.com +254722831620
3. On Registration: Liesbeth Van De Meeberg: info@iarmj.org +31615042782
4. And copy Local Organisation Committee (LoC) at iarmjconf2025@gmail.com in all correspondence.



Hon. Justice Isaac Lenaola, FCI Arb, CBS, MBS
Judge of the Supreme Court of Kenya,
Vice President, Residual Special Court for Sierra Leone
Chairperson, IARMJ 2025 World Conference Organizing Committee
President, International Association of Refugee and Migration Judges (IARMJ)