

Dear AICEMEA Friends,

We now have 61 participants registered for this year's AICEMEA Conference and 26 for the Post-Conference Safari. Everything seems to be coming together quite well and we are really looking forward to welcoming you to Kenya. We know you are bringing your travel plans together and thought a few notes might be helpful. You might also want to check the website for Kenya's most popular news site, "The Daily Nation"...www.nationmedia.com If you have any other concerns, let us know as soon as possible.

Bob and Denise

Luggage

Traveling by air from Europe to Kenya, you are allowed 2 bags to check and one carry-on bag. In recent years, the airlines have been more particular about the size of your carry-on and the weight of your checked luggage. You may be subject to serious over-weight charges if your checked bag weighs more than 20 kilos or 44 lbs. For the one nighter at the Ark, you will need a small bag to carry just what you will need for that evening and the next morning. Your carry-on will be suitable for this purpose or another small collapsible bag you can pack.

A Word about Climate and Packing

February is one of Kenya's hottest and driest times of the year. The average temperature will be around the mid 80's Fahrenheit, however in the evening, it can drop to 60's F and you will need to bring a sweater or light jacket for both the evening and early morning game drives. Warm pajamas are a good idea, especially for those "camping" in the Masai Mara. Most of our conference time will be spent at altitudes in excess of 5,000 feet where there is extremely low humidity. The only place that will have significant humidity will be Masai Mara and Mombasa (post conference destinations). So, 2 things about the clothes you will bring: 1.) you will need comfortable clothes that are cool, and 2.) we advise that you pack lightly. It is acceptable to dress casually in every place that we will go. The only exception to this rule is that men must wear long pants and no tee shirts or sneakers for the evening meals during the conference. "Smart casual" is the popular slogan here for evening dining. No jackets or ties or fancy dress, but also no backpacking attire either. During the post conference, men must wear long pants for dinner at the coast (pack your coolest pair!) We won't be doing much walking and light-weight comfortable walking shoes will be sufficient. Hiking boots are not required. Sandals are another good option to pack. Do not forget to pack your swimsuit. Swimming will be available at every place we stay. Shorts for both men and women are acceptable at all the hotels and lodges we'll be staying at, however long pants/skirts are more acceptable for travel around town. As you pack, remember that you are going to be encountering the tropical sun. You burn faster at higher altitudes and nearer the equator, which is exactly where we are spending most of our time. So, you need to bring one or possibly two hats. You also need to bring one or two pair of sunglasses. Other things you don't want to forget to bring: a camera or video camera and all the film you will need. You will be able to buy extra film if you need it, but it will be about 20% higher here and even more at the hotels. Binoculars. A small pocket calculator to calculate exchange rates. A travel alarm (wake-up calls are not dependable). Laundry service is available at all the hotels. About electricity...Kenya uses the 240V system. Power sockets of the three-square-pin variety, as used in the UK (not the round pin socket). You may want to bring a universal adapter.

Your Health Kit

Sun Screen, the highest number you can get and bring lots of it. Lip-balm. Some type of burn gel (aloe) or ointment. Aspirin or Ibuprofen. Anti malarial pills (these should be started one to two weeks before arriving in Kenya). Antibiotic (broad-spectrum) for lower bowel problems that your doctor has recommended. Imodium/Lomotil (anti-diarrheals). Motion sickness pills if you need it. A

small travel pack of tissues. Disposable towelettes. Insect repellent for outdoor evening activities. Sugar substitute if you desire that. De-Caf coffee is not usually available, so bring the instant variety if you prefer it. Please be sure to bring more than enough of any prescription medicines you are taking and keep it in your carry-on.

Before You Leave Home

You will want to leave with your family and office the latest itinerary of your trip and also the following phone numbers: The mobile phone that will be with our group at all times is 254-0722-450-517. The phone number of the Hotel Chain we will be using throughout our stay is 254-2-216940. The phone number of our Mombasa Hotel is 254-0-127320. There will be internet access at all of the areas we'll be staying.

Passport, Visa, Health Certificate & AICEMEA Invitation

It is essential to have a passport that is valid for the entire time you will be in Kenya. Your return to Europe will be delayed by approximately 2 weeks if your passport expires while you are here. In addition to your passport, bring along a photocopy of it. In case your passport is lost, it will expedite replacing it. If you haven't already purchased your Visa to Kenya, you may purchase it upon your arrival at Jomo Kenyatta International Airport (JKIA). In filling out the Visa application, you will be required to list the local contacts you have in Kenya. List the Norfolk Hotel, Harry Thuku Rd., Nairobi, Tel.250900 as the place you'll be staying. List the reason you are here as "Church Meeting and Tourism." List Rev. Robert Schmalzle, PO 430 Village Market, Nairobi, Tel: 521976 for your local contact. Don't forget your World Health Organization booklet with proof of your Yellow Fever Vaccination and realize that they don't always check for this document. You might be required to provide a copy of your "invitation" to come to Kenya. The AICEMEA information emailed to you during the last few months should suffice. Our most recent information is that the Visa now costs \$50 for US citizens and is payable only in US dollars, not Euros.

Arriving at the Airport

Believe it or not, most flights from Europe these days are arriving on time and even a few minutes early! The airport is small and it is only a five-minute walk to reach the Immigration/Visa Desk. Just follow the crowd. Once you get there, you need to queue in the line to purchase your visa. These are usually the two lines on the far left of the room. It might be wise to ask one of the Immigration officers overseeing the queues, because the desks aren't always clearly marked. If you already have your visa, queue in the Non-East African Residents line to get your passport stamped. By the way, there are toilet facilities in that room. Once the arrival stamp is in your passport, you will proceed down stairs into a large hall, which is the baggage claim area. Once you get to the bottom of the stairs, go right and look for the carousel with your flight's luggage. Nothing is marked, just look for familiar faces from your flight. There are free luggage carts, which you will want to claim your luggage. As you are loading your luggage onto the cart, you will want to look for any type of white chalk marking or adhesive strip on your bags, which is a signal to the immigration officer that you might have items to declare for duty. These markings are random and they primarily serve as a means for the immigration officer to collect a bribe from unsuspecting travelers. Since you are not importing or bringing anything into the country that requires duty payment, brush off or remove any markings on your bag. If a piece of your luggage does not arrive, you need to fill out a lost-luggage form just in front on the carousel before you leave the room. Next, proceed through "Nothing to Declare." Once you leave the baggage area, you will immediately be in the receiving/arrival area where the driver who will bring you to the Norfolk Hotel will meet you. The driver will be holding a sign reading "AICEMEA." Transportation will be provided only for the following flights: KLM 4341 arriving at 6:10 am and BA65 arriving at 9:45 am. Others will need to take a taxi to the Norfolk Hotel. The price per taxi (not per person) is Kenya Shillings 1,100 maximum plus 100 for a tip (you can also pay \$15.00). It will take approximately 30 minutes to reach the Norfolk Hotel depending on city traffic.

Once you arrive at the Norfolk, there will be a table set up for AICEMEA registrations. There will be a place in the lobby to safely leave your luggage. A porter, whom you might tip \$1 or KSh 75 per bag, will bring the luggage to your room.

Money Issues

The exchange rate between the world's major currencies and the shilling is established arbitrarily by the Central Bank of Kenya. The rate fluctuates daily and is affected by politics. Currently, in exchanging Travelers Cheques, you are able to get KSh 75 for \$1; KSh 121.50 for Sterling; and KSh 77.80 for 1 Euro. Besides the Forex Bureaus at the airport, the easiest and safest place to exchange your money is at the cashier's desk at the Norfolk Hotel or any of the hotels at which we'll be staying. We advise bringing Traveler's Cheques. ATM machines are not a good option because your personal financial information enters the Kenyan Banking system and is then available for the use of con artists. You can use your credit cards to pay outstanding bills (for drinks) at the hotel desks, and we haven't heard this to be unsafe. How much money to bring? All of your costs are covered except the following: drinks at all meals, tips for baggage handlers (\$1 or KSh 75 per bag), one lunch at the Village Market on 15/2/03 (approx. cost \$5 and \$10), airport snacks prior to departure, taxi rides for those arriving at times other than the regular times listed above, extra unscheduled beach activities at Mombasa such as snorkeling and scuba diving, airport departure tax if its not included on your ticket (\$30), and souvenirs. Most visitors to Kenya end up spending most of their unbudgeted money on souvenirs (wood and soapstone carvings, sisal baskets, batiks, a variety of African handcrafted artifacts). Please do not carry your money, passport, or valuables in fanny-packs, handbags, or backpacks, all of which are targets for petty thieves. You need to know that a nickname for Nairobi is "Nai-robbery." With a 75% unemployment rate, many have turned to petty crime in Nairobi. We suggest for your own safety that you avoid walking through the city of Nairobi. You also have to be cautious while driving through the city, such as when you arrive at the airport. Thieves will reach through the windows of cars, rip off jewelry and watches, and grab handbags faster than you can imagine.

A Frame of Mind

Please make sure that before you leave home, you pack the "correct" frame of mind. The "correct" frame of mind for all of those who visit or live in Africa is to expect the unexpected. And when the unexpected occurs, welcome it with humor and patience.

Itinerary for AICEMEA Conference – Kenya Revised - 28 Jan. 2003

Monday 10/2/02 - Day 1 –

- Early morning arrivals (majority are at 6:10 & 9:45 am) at JKIA
- Transport for those arrivals provided to Norfolk Hotel
- check-in at Norfolk Hotel (latest check-in will be around 11:30 am)
- morning-recuperate from night flights in rooms or poolside
- 1:00 English lunch buffet at Lord Delamere Restaurant at Norfolk
- 2:00 travel to Shangalia Home in Kangemi slums
- 2:30 visit the Shangalia Home for Street Children
- 4:00 travel to Great Rift Valley Look-Out point
- 6:00 pm Travel to Schmalzle's home for an evening of Kenyan food
- 9:30 travel back to Norfolk Hotel
- 10:00 Night at Norfolk Hotel

Tuesday 11/2/02 - Day 2 –

- 6:30 – 7:30 Buffet Breakfast at Norfolk Hotel – Lord Delamere Restaurant
- 8:00 Morning Devotion in Tinga Tinga Conference Room led by Bishop Zacharia Kahuthu
- 9:00 Travel to Mt. Kenya Safari Club (3 hours)
- 12:00 Check-in at Mt. Kenya Safari Club (MKSC) & sign-up for activities
- 1:00 Buffet Lunch
- 2:30 Small Group Discussions with leaders –
- 4:00 Afternoon tea
- 4:30 Guest Presenter (Part 1), Dr. Agnes Abuom, African President of the World Council of Churches
- 7:30 Sit-down Dinner (dress: “smart casual,” no jeans, tee shirts, or sneakers)
- Evening Lodge Entertainment
- Night at Mt. Kenya Safari Club

Wednesday 12/2/02 Day 3 –

- 6:30 am nature/bird walk with naturalist (*\$12 fee for 2 hr. walk*)
- 6:30 – 8:30 Breakfast at MKSC
- 8:30 Morning Devotion led by Sam Wolff
- 9:00 Guest presenter, Dr. Agnes Abuom (Part II)
- 10:30 Morning tea
- 11:00 to 1:00 Guest presenter, Dr. Agnes Abuom (Part III)
- 1:30 Buffet lunch
- 2:30 Small Group Discussions with leaders -
- 4:00 Afternoon tea
- 4:30 Small Group Discussions with leaders -
- 6:00 Holy Communion Worship, Preacher and Celebrant Rev. Jodi Fondell –
- 7:30 – 10:30 Bush Dinner with dancers
- Night at MKSC

Thursday 13/2/02 Day 4 –

-6:30 – 10:00 Breakfast at MKSC

- Free-Day Options

Horseback riding - (*\$29 fee for 1 hr.*)

Tennis - (free)

Swimming – (free)

Putting green – (free)

Golf – 9 hole short course - (free, plus equipment rental fee)

Trout fishing - (*\$29 fee for 2 hrs. in Club lake OR \$462 per vehicle-7 person max-1/2 day trip to river*)

Croquet - (free)

Hiking – (free)

Game viewing trip to Samburu – (*fee, see below*)

-10:00 Morning tea

-12:30 – 2:30 Buffet lunch at MKSC -

-4:00 Afternoon Tea

-4:30 Annual Business Meeting concluded with Devotion led by Troy Bowers

-7:30 Sit-down Dinner

- Evening Lodge Entertainment

- Night at MKSC

Day 4 Option – Game Viewing Trip to Samburu (*at your expense ~ \$80 per person, includes \$27 reserve entrance fee*)

- *Samburu National Reserve Safari*

- *Breakfast at MKSC 7:00 am*

- *8:00 am depart by mini van*

- *Travel to Samburu 1 hour*

- *Game Viewing*

- *Picnic Lunch provided by MKSC*

- *Game Viewing*

- *Travel back to MKSC to arrive before 4:00 pm (Tea)*

Friday 14/2/02 Day 5 – 63 pax

6:30 Optional bird walk with naturalist

-6:30 – 8:30 Breakfast at MKSC

-9:00 Equator Demonstration at MKSC

- Check-out and pack small overnight bag for the Ark

-11:00 Travel to Aberdare Country Club (1 hr.) (Store excess baggage at Aberdare C.C.)

-12:30-1:30 Lunch at Aberdare Country Club

-1:30 -2:00 Devotion outside led by Tina Blair

-2:00 Travel to The Ark (1 hr.) with game viewing enroute

-3:00 Check-in at The Ark & afternoon game viewing from The Ark

- Afternoon nap to allow for night game viewing!

- Regional Cluster Meetings in Lounge

-7:00 Dinner at The Ark

-Game viewing from the Ark throughout the night

- Night at The Ark

Saturday 15/2/02 Day 6 – 63 pax

- 6:30 – 8:30 Breakfast at The Ark and check-out
- 9:00 Travel to Aberdare C.C. and then on to Nairobi (3 hours) with a shopping stop for curios and crafts
- 1:00 – 2:00 Lunch at Village Market Food Court (on your own)
- 2:00 Travel to National Museum
- 2:30 pm National Museum Visit with guides from the Museum Society of Kenya
- 4:30 Travel to Norfolk
- 5:00 pm check-in at Norfolk Hotel and pool time
- 7:00 Closing Banquet and Evening Program at Norfolk Hotel in the Ball Room
- Night at Norfolk Hotel

Sunday 16/2/02 Day 7

- 6:30 – 8:00 Breakfast at Norfolk Hotel
- 8:15 Walk to worship at Uhuru Highway Lutheran Church (9:00 am) Rev. Robert Hunt preaching
- Lunch and visit with host families from UHLC- afternoon
- 3:00 Host families return participants to Norfolk
- Pool time and packing
- 6:30 pm Lite Dinner Poolside at Norfolk

- Late Check-out
- 8:30 pm Transport to JKIA
- Evening departures
11 pm & 11:35 pm

- OR:** - Evening at Norfolk
- Mon.: Breakfast at Norfolk
- 8:00 am Transport to JKIA
- Morning departures 11:10 am

- OR:** - Evening at Norfolk
- Mon.: Breakfast/Norfolk
- Post-Conference Safari

Itinerary for AICEMEA Post Conference Safari Kenya – Revised 28 Jan.03

Sunday night 16/2/03

- Night at Norfolk Hotel
- Store excess luggage at Norfolk Hotel if necessary

Monday 17/2/03 Day 8

- 6:30 – 8:00 buffet breakfast at Norfolk
- 8:30 Transfer from Norfolk for Wilson airport (1/2 hr)
- 10:00 flight (1 hr) departs to Masai Mara
- 11:15 transfer to Mara Safari Club (MSC) and check-in
- 12:30 – 2:30 Poolside lunch
- 3:30 – 6:00 Game Drive
- 7:30 Buffet dinner
- Evening lodge entertainment
- Night at Mara Safari Club Luxury Tented Camp

Tuesday 18/2/03 Day 9

- Morning coffee/tea at lodge (5:30 am!)
- 6:00 am Day-Break Game Drive
- 8:00 am Breakfast Buffet at MSC
- 10:00 – 12:30 Game Drive or free time
- 1:30 Poolside lunch
- 2:30 Devotion at the Mara River
- 3:30 – 6:00 Game Drive or free time
- 7:15 – 10:30 Bush Dinner
- Night at Mara Safari Club

Wednesday 19/2/03 Day 10

- 7:00 Breakfast buffet & check-out
- 10:15 Transfer to air strip
- 11:00 Return flight (1 hr) to Wilson Airport, Nairobi
(Drivers bring stored luggage from Norfolk Hotel)
- 12:00 Boxed Lunch from Leo's at the Aero Club (picked up by driver)
- 12:30 Transfer to JKIA (Jomo Kenyatta International Airport)
- 1:30 Check-in for flight to Mombasa
- 2:30 Flight from JKIA to Mombasa (1 hr.)
- 4:00 Transfer to Safari Beach Hotel on Diani Beach/Indian Ocean (1 hr.)
- Check-in, free time, pool/beach/ocean time
- 7:30 pm dinner buffet
- hotel entertainment
- Night at Safari Beach Hotel

Thursday 20/2/03 Day 11

- 6:30 – 9:30 breakfast buffet
- pool/beach/ocean time, tennis, exercise room
- 12:30 – 2:30 pm grilled seafood lunch
- pool/beach/ocean time, tennis, exercise room
- 4:00 afternoon tea, free time
- 7:30 dinner buffet poolside
- hotel entertainment
- Night at Safari Beach Hotel

Friday 21/2/03 Day 12

- 6:30 - 7:30 breakfast buffet
- 8:00(time will vary depending on the tide) transfer for Chale Island (20 min.)
- Tour of Indigenous Forest enroute
- 10 min boat trip to the island
- Mangrove Boat Tour
- Grilled seafood lunch on the beach at Chale Island
- Snorkeling and/or beach/pool/island time (1 ½ hrs)
- 4:00 Return transfer to Safari Beach Hotel
- Free time at Hotel
- 7:30 Special Farewell Dinner at SBH
- hotel entertainment
- Night at Safari Beach Hotel

Saturday 22/2/03 Day 13

- 6:30 - 9:30 breakfast buffet
- free time, pool/beach/ocean time, tennis, exercise room
- 1:30 lunch and late check-out
- 5:15 Transfer to Mombasa airport
- 6:30 Check-in at airport
- 7:30 pm Flight back to JKIA, Nairobi (1 hr.)
- 9:00 Check-in for home-bound flights
- End of post-conference tour
- Fly home! Kwaheri! (*Good-bye!*)

(Or Transfer back to Norfolk hotel for those flying out in the morning. \$55 per person B&B)

Association of International Churches in Europe, Middle East and Africa
2003 Annual Meeting-Nairobi, Kenya

Thursday 13 February 2003
Agenda

1. Opening Prayer John Calhoun
2. Call to Order Jodi Fondell
3. Establishment of a Quorum Troy Bowers
4. Introduction of First Time attendees and guests
Greetings Jodi Fondell
5. Minutes of the 2002 Annual Meeting,
Antalya, Turkey Troy Bowers
6. Treasurer's Report Troy Bowers
Proposed Budget for 2003/2004
 - conference advance now grant \$2000.00
 - scholarships budgeted for \$2000.00
 - dropping the cluster meeting to \$250.00 per group
7. Report on Together Newsletter John Calhoun
Report on www.aicemea.net Robert Hunt
8. Old Business Jodi Fondell
 - a. Turkey conference follow-up
 - b. Regional Cluster meeting Reports
 - Benelux
 - Nordic/Baltic
 - Central Europe
 - c. Report on the 2002 Youth Conference, London, England
 - d. Site of the 2004 Conference: Frankfurt/Wittenburg
 - e. Site of the 2003 Youth Conference: Vienna, Austria
9. New Business Jodi Fondell
 - a. Guidelines for conference planning and executive committee meetings.
 - b. Communication via email
 - c. Cluster groups
 - d. Site of the 2005 pastors conference
 - e. Site of the 2004 youth conference
10. Report of the Nominating Committee
11. Farewell to those leaving the Association
12. Closing Worship Troy and Amy Bowers

Guidelines for conference planning:

1. The executive committee should meet in the fall, along with the conference planners when possible, to discuss the program, speakers, costs, etc. for the conference held during the next spring.
2. Everything possible should be done to ensure an affordable conference.
3. While the conference planners are free to plan the program for the conference, the speakers and themes should be brought to the executive committee planning meeting. When substantial costs for travel and honoraria for speakers will be incurred, they should clear these costs through the executive committee.
4. In keeping honoraria to a minimum we advise that the conference planners make every effort to not incur transportation costs and to use local talent. Part of the goal of the conference is to learn more about the host nation so the use of local people helps to meet this goal as well as keep costs down.
5. Additionally, content of the program should be representative of the broad cross section that the AICEMEA represents. Attention should be paid that one is not using someone with either too broad or too narrow of a viewpoint.
6. Musicians should not be hired, except in the case of paying an honorarium to a local musician such as the church organist or pianist. We are of the opinion that our group is suitably gifted to handle the music piece on our own.
7. Care should be given to include numerous, if not daily, times for devotions or worship experiences. At some point throughout the week, a communion service should be included. The worship experiences should reflect the diversity of traditions that the AICEMEA represents, when possible.
8. Time for the annual meeting of the AICEMEA should be allotted within the conference schedule. (Two hours is usually sufficient.)
9. Regarding funding: The conference hosts will be given \$2,000 as a grant. This is intended to help keep the price of the conference down.
 - A. **All funds and expenses for the conference and post-tour must be kept totally separate.**
 - B. **Should there be an overage for the conference expenses, all money will be returned to AICEMEA.**
 - C. **Should there be a shortage for the conference expenses, AICEMEA will do all it can to meet that shortage, provided that funds are available.**
 - D. **Should there be an overage from the post-tour, it will be returned to the participants.**
 - E. **Should there be a shortage for the post-tour, the host committee is responsible for meeting that. AICEMEA will not cover shortages for the post-tour. The hosts must either ask the participants to pay more money or absorb the expense themselves.**
10. The executive committee is to assist the host country in whatever manner they can, ensuring that the conference is well-supported and that the hosts feel the backing of the organization.