

Dear All,

The UCAP conference is fast approaching and we have some updates on the “Dos and Don’ts,” as here under.

1. **Delegates**

- We need to do a final delegates’ list with the number of participants who have confirmed their participation at the UCAP 2018 Congress to be forwarded to the Conference centre for logistical arrangements.
- We are aware some participants are yet to secure their visas, but we remain hopeful that they will. In case of any challenges kindly inform the UCAP Kenya Secretariat in Mombasa.
- We would appreciate your travel itinerary stating your arrival and departure dates and times for smooth transfers to the Schoenstatt Conference Centre, by filling the attached dietary form.
- *We are making arrangements for airport transfers, but in case of any mix-ups and that you fail to join the conference shuttle, please feel free to use Uber taxis which have revolutionised transport arrangements in most cities. The travel time is about 30 minutes from the airport to Schoenstatt Retreat and Conference Centre.*
- We would really appreciate confirmation by no later than **Saturday, 1st September** as the centre needs to organise extra bedding and beds to accommodate the overflow just in case.

2. **Arrival/Departure Dates & Times:**

- The centre does not have a 24hour check-in. The office hours are from 7a.m. - 7p.m. and therefore, it would be beneficial that we have the estimated arrival times of each delegate.

- Due to other groups booked in, before and after we arrive, not all rooms will be available for UCAP Conference participants use, this would be another reason for the Centre to know how many will be arriving earlier than the 9th and leaving later than the 13th.

3. Conferencing (bedrooms, venue and costs):

- Some participants some will need to share 2 - 4 in a room due to limited bed capacity at the centre.
- The cost per single room is R600.00 per person per day which is factored in the USD 400 registration fee.
- The cost for shared room is R570.00 per person per day, hence there could be a minimal rebate or the respective participants may choose to fore go the rebate as a contribution to UCAP.
- In case you are making payment through bank transfer, please write UCAP before your name for ease of identification in the Centre's bank statements.

4. Meals/Menus:

- A dietary form is here attached and is available on the website asking each participant to complete and return to the centre with a copy to UCAP Kenya Secretariat.
- The Centre's kitchen does not operate as a restaurant and the menus are set menus.
- The centre requires a 72 hours advance notice for any changes to meals or cancellation of meals. Should a guest inform the centre of any special dietary requirement less than the amount of time stipulated above, they may not guarantee that they would be able to assist their needs. This also applies to cancellation of meals, meals cancelled less than 24 - 72 hours ahead will be charged for.
- We unfortunately the centre cannot cater for any diets that are not for medical or health reasons.

Please do not hesitate to contact Schoenstatt Management Team or UCAP Kenya should you require any further information.

George Sunguh
UCAP
President