



## Logistics Note

**SEforALL Forum**

17 - 19 May 2022

Kigali, Rwanda

## About the venue

### SEforALL Forum Venue

The 2022 SEforALL Forum will be held at the **Kigali Convention Centre (KCC)** in Kigali, Rwanda. The KCC was built in 2013 and is the heart of the Kigali Convention Complex. With a net floor space of 32,200 m<sup>2</sup>, the building contains facilities for business, leisure and events. The KCC design features a dome with a translucent cover that illuminates the night sky and has become an impressive landmark in Kigali.

The elegance and openness of the KCC is the perfect venue from which to welcome participants to the SEforALL Global Forum 2022.

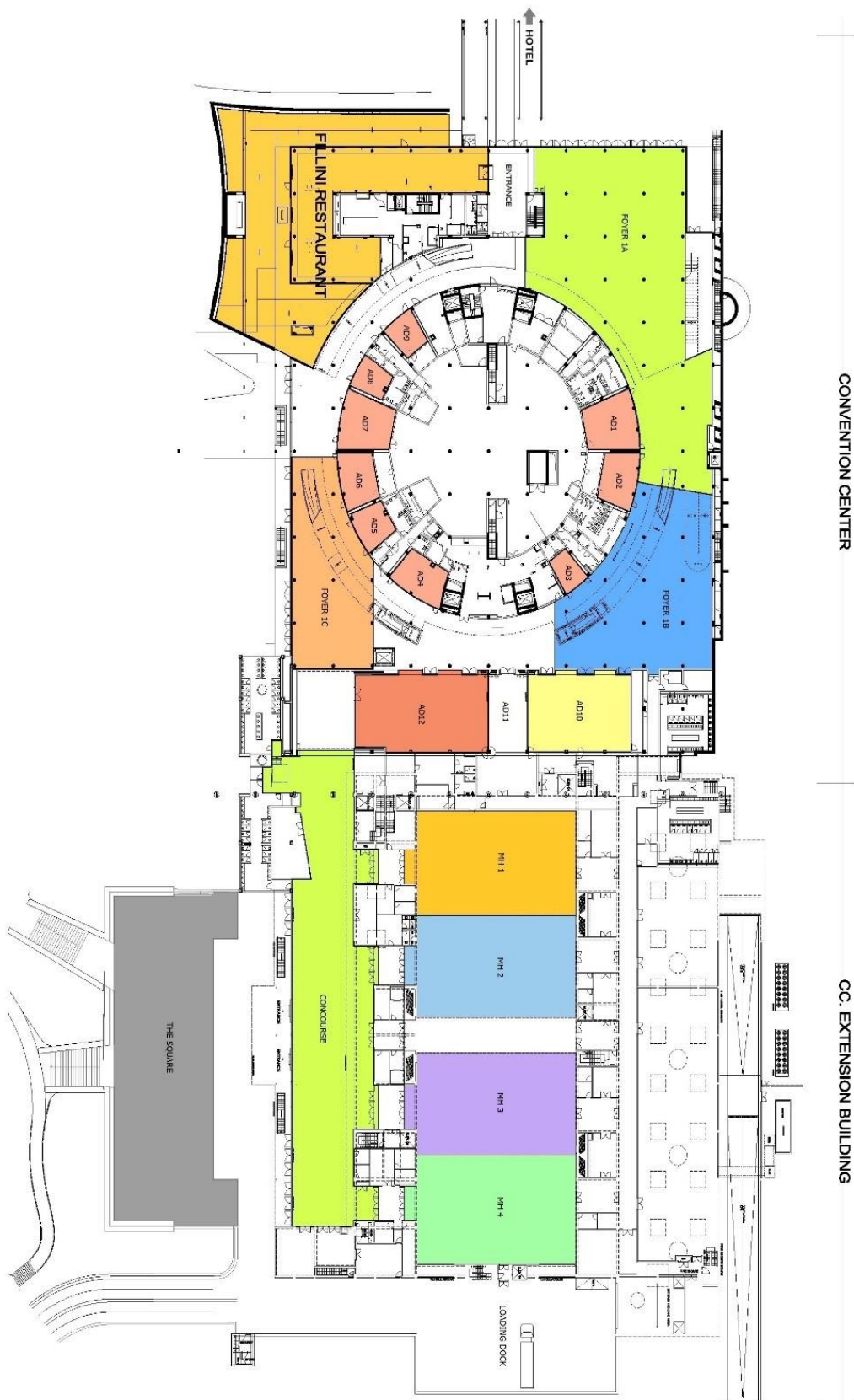


The KCC is located in the heart of the business district in the capital city of Kigali, with easy access to the airport – this distance can be covered in 15 - 20 minutes by car, depending on traffic. The KCC is situated along the capital's main arteries, enabling guests to efficiently travel by car to the city centre using Kimihurura road.

Address: KG 2 Roundabout, Kigali, Rwanda

Website: <https://www.radissonhotels.com/en-us/hotels/radisson-blu-convention-kigali>

# Kigali Convention Centre floor plan



## Travelling to Kigali

### Kigali International Airport

Kigali International Airport (IATA: KGL, ICAO: HRYR) is the main international airport serving Kigali, the capital of Rwanda. Kigali International Airport is located approximately 20 minutes from the Forum venue, the Kigali Convention Centre.

Airlines servicing Kigali International Airport are RwandAir, Kenya Airways, Ethiopian Airlines, Brussels Airlines, KLM, Qatar Airways and Turkish Airlines.

Please note that the road to and from the KCC can get quite congested, especially during rush hour. When commuting to the Kigali airport from the city centre on busy days, plan to leave 3 hours before your departure due to the security clearance procedure of all vehicles entering the airport.

### Travelling from the airport by taxi

Taxis are available 24 hours a day at the Kigali International Airport. Any rate in Kigali or outside Kigali must be negotiated with the driver before entering the vehicle. Yego Taxi and VW (also known as 'Move') taxis use meters.

### Travelling from the airport by hotel shuttle

Most hotels in Kigali arrange airport shuttles for a price ranging between USD 25-35. Several VIP hosting services also propose this type of personalized service.

## Travel Visas

All passport holders are issued visas upon arrival at all border posts without prior application. More information can be found here - <https://migration.gov.rw/visa-on-arrival>

The visa fee upon arrival is USD 50 payable by credit/debit card or cash.

All travelers must hold a valid passport or another acceptable travel document. **The document must have a validity of at least 6 months on the day of entry into Rwanda.**

As of 6 March 2020, the Government of Rwanda has put in place a new visa regime. Nationals of the African Union, Commonwealth and Francophonie member states can get a 30-day visa on arrival free of charge (no payment required).

Please note the Visa called "V5-Conference and meetings" will be issued to a foreigner who intends to enter Rwanda for a conference, meeting, workshop, or any other related activity.

Those wishing to stay longer than 30 days and/or enter more than once should contact the Directorate General of Immigration and Emigration or the Rwandan embassy or diplomatic mission.

**Diplomatic passport holders:** Delegates holding a passport, Service/Official passport or AU/UN Laissez-Passer traveling for official duty are exempted from visa fees.

For further information on visas for Rwanda visit [www.migration.gov.rw](http://www.migration.gov.rw)

## Hotel Accommodation in Kigali

Participants are responsible for arranging their own hotel accommodation at their own cost.

Hotel	Address
<b>Radisson Blu Hotel (<a href="#">website</a>)</b>	KG 2 Roundabout, Kigali Tel: +250 252 252 252 <i>(Next to the Venue)</i>
<b>Kigali Marriott Hotel (<a href="#">website</a>)</b>	KN 3 Avenue, Nyarugenge District, Kigali Tel: +250 222 111 111 <i>(12 min by car from KCC)</i>
<b>Kigali Serena Hotel (<a href="#">website</a>)</b>	KN 3 Avenue, Kigali Tel: +250 788 184 500 <i>(14 min by car from KCC)</i>
<b>Hotel De Mille Collines (<a href="#">website</a>)</b>	2 KN 6 Avenue, Kigali Tel: +250 788 192 530 <i>(10 min by car from KCC)</i>
<b>Park Inn by Radisson Blu (<a href="#">website</a>)</b>	Avenue de Kiyovu & Res des Parcs Plot 5457 Tel: +250 788 132 500 <i>(10 min by car from KCC)</i>
<b>Lemigo Hotel (<a href="#">website</a>)</b>	KG 624 St, Kigali Tel: +250 784 040 924 <i>(2 min by car from KCC)</i>

Forum Participants can stay at the **Hotel De Mille Collines** at a discounted rate of USD 135 for a standard single room. When contacting the hotel at [reservations@millecollines.rw](mailto:reservations@millecollines.rw) please refer to the SEforALL Forum block booking.

- All bookings must be backed by a credit card of the individual making the booking
- SEforALL is NOT paying for the stay
- SEforALL is NOT liable for any costs incurred
- It is understood by the individual that SEforALL is merely connecting the two parties and SEforALL's role ends there in this partnership.
- In the case of any issue, SEforALL is not liable and shall only pay a supporting role.

## Other Forum Logistics

### Meals

Lunch will be provided on the 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> of May, giving participants an opportunity to network. In addition, breaks will take place each morning and afternoon with coffee, tea and snacks.

### Languages

Please note that English will be the official language of the 2022 SEforALL Forum. Interpretation services will be provided in the plenary and breakout sessions in French and English.

### WIFI

Wireless internet access will be available throughout the venue.

## Badge Collection

An accreditation desk will be open from 8:00 AM to 10:00 PM from 15 May – 19 May (in the morning only on the 19<sup>th</sup>) at the KCC. Please ensure you have your registration confirmation ticket (on your phone or printed) with you.

Registration badges must be displayed at all times, are not transferable and under no circumstances should your badge be lent to another participant.

## COVID-19 and Other Health Information

### Important update on COVID-19 rules in Rwanda

As you prepare to attend the event, please be aware of the following COVID-19 rules and regulations.

**Participants must be vaccinated against COVID-19 to access all Forum venues.**

The Government of Rwanda also has several COVID-19 regulations on travel to and from Rwanda. The following may impact Forum participants:

- All individuals entering Rwanda are required to complete a [Passenger Locator Form](#) prior to their arrival.
- Arriving passengers at Kigali International Airport must present a negative Rapid Test taken 72 hours prior to departure (meaning travelers must be tested and get results within 3 days of their first flight).
- There is a testing requirement upon arrival at the Kigali International Airport. A COVID-19 Real Time Polymerase Chain Reaction (RT-PCR) and Rapid Test will be taken upon arrival at the travelers' own cost.
- Travelers will need to self-isolate (e.g. in their hotel room) until they get a negative test result **(within a few hours)**.
- Departing passengers at Kigali International Airport must present a negative Rapid or PCR test (depending on requirement at destination) taken 72 hours prior to departure.

Please factor in the above-mentioned vaccine, testing and brief self-isolation requirements when planning your travel to the Forum.

More information on the Government of Rwanda's COVID-19 rules and regulations is [available here](#).

### Yellow Fever vaccination requirements

The Rwandan Ministry of Health requires all travellers coming from [countries endemic to Yellow Fever](#) to produce proof of vaccination at border posts. Delegates without proof of vaccination will be immunized at the airport clinic at a cost of USD 40.

More information on health matters when travelling to Rwanda can be found here:

[https://wwwnc.cdc.gov/travel/destinations/traveler/none/rwanda?s\\_cid=ncezid-dgmq-travel-single-001](https://wwwnc.cdc.gov/travel/destinations/traveler/none/rwanda?s_cid=ncezid-dgmq-travel-single-001)



## Medical Services

First aid and emergency services are available at the Kigali Convention Centre. For more extensive medical services, delegates are advised to seek treatment at one of the following hospitals:

- King Faisal Hospital: +250 788307561
- Centre Hospitalier Universitaire de Kigali/CHUK: +250 788868240
- Kanombe Military Hospital: +250 788305703

In case of emergency or accidents, delegates should call the Emergency medical hotline: +250 7883001116

If you are on medication, please carry a sufficient supply for the duration of your stay.

## Travel Insurance and Health Information

**SEforALL is not responsible for medical, accident and travel insurance, compensation for death or disability, loss of or damage to personal property, or any other costs or losses that may be incurred during travel to or within Rwanda or the period of participation in the Forum.** In this context, it is strongly recommended that you obtain international medical insurance for the entire period of participation, including travel time.

Your medical insurance should:

- Take effect as soon as you leave your home country or place of residence.
- Be recognized by main referral hospitals (the King Faisal Hospital in Kigali, University Teaching Hospital of Kigali and Rwanda Military Hospital).
- Cover medical treatment in Rwanda.
- Cover medical evacuation and treatment within Africa.
- Cover repatriation to home country or place of residence.
- If you are on any routine medication (s) e.g. for Diabetes Mellitus, Hypertension, Asthma, Epilepsy, ARVs etc., travel with an adequate supply of your medication.
- Private health insurance companies in Rwanda provide a package that includes: medical services in Rwanda, medical evacuation and treatment in Africa, repatriation to home country or country of residence.

## Pharmacy Services

Kigali city has several pharmacies open mostly during regular working hours, with a few open 24/7 on a rotating basis.

## Practical Information

### Security

Rwanda is safe. We do recommend that you exercise normal caution, as you would at home, when travelling around the country.

### Transportation within Kigali

Taxis are found in many places around the city, especially hotels, malls and large restaurants and bars.

There are also several car rental agencies in Kigali. Please find some of the reliable car rentals below:

NO	NAME OF THE COMPANY	PHONE NUMBER & EMAIL	REPRESENTATIVES
1	VAVA TOURS & LOGISTICS	+250788308506 <a href="mailto:manager@vavatours.com">manager@vavatours.com</a>	MPORE Placide
2	PREMIER EXECUTIVE TRANSPORT SERVICES (PTS)	+250788310153 <a href="mailto:info@pts.rw">info@pts.rw</a>	KABERA (MD)
3	VOLKSWAGEN MOBILITY SOLUTIONS RWANDA	+250789923555 <a href="mailto:robert.nizigama@vw.rw">robert.nizigama@vw.rw</a>	NIZIGAMA Robert
4	TOUR DES PAYS GRAND LACS (TPGL)	+250788303941 +2507888404067 <a href="mailto:tpglagence@yahoo.fr">tpglagence@yahoo.fr</a>	RUTAZIGWA Eric NGABO Jean Damascene
5	GUESTPRO TOURS	+250788505353 <a href="mailto:guestprotours@gmail.com">guestprotours@gmail.com</a>	RUKUNDO Patrick
6	LIMOZ RWANDA LTD	+250 788 309 189 +250788307829 <a href="mailto:info@limozrwanda.com">info@limozrwanda.com</a>	MBABAZI Susan KALISA Athanase
7	TRANS-LINK LTD	+250788309884 <a href="mailto:info@translink.rw">info@translink.rw</a>	BITEGE Parfait

## Currency Exchange

The unit of currency is the Rwandan Franc (RWF) that is divided into 100 centimes. Exchange rates are subject to fluctuation. Currently, 1 USD is approximately equivalent to 1000 RWF. For more information, please refer to: <https://www.bnr.rw/currency/exchange-rate/>

RWF is the principal currency, although US dollars are widely accepted.

A growing number of places accept credit and debit cards, with Visa being more widely accepted than Mastercard. It is best to check when making a booking.

ATMs can be found in Kigali and nearly all major cities. Please note that an ATM is available at the KCC.

Cash can be exchanged at banks and private forex bureaus (bureau de change). Both are closed on Sundays and public holidays.

Credit and debit cards are accepted at mid-range and top-end tourist hotels and restaurants.

## International dialling code



+250

## Time-zone for Rwanda

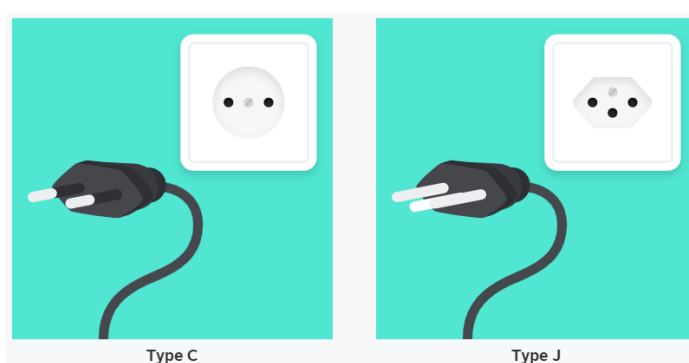
GMT +2 / UTC+2

## Power

The electricity supply in Rwanda is 220/240V AC.

In Rwanda, most power plugs and sockets are type C and J however, many hotels also offer universal sockets.

It is advisable to bring your own round, two-prong adapter, and transformer for 110V AC as well as a universal travel socket adapter.

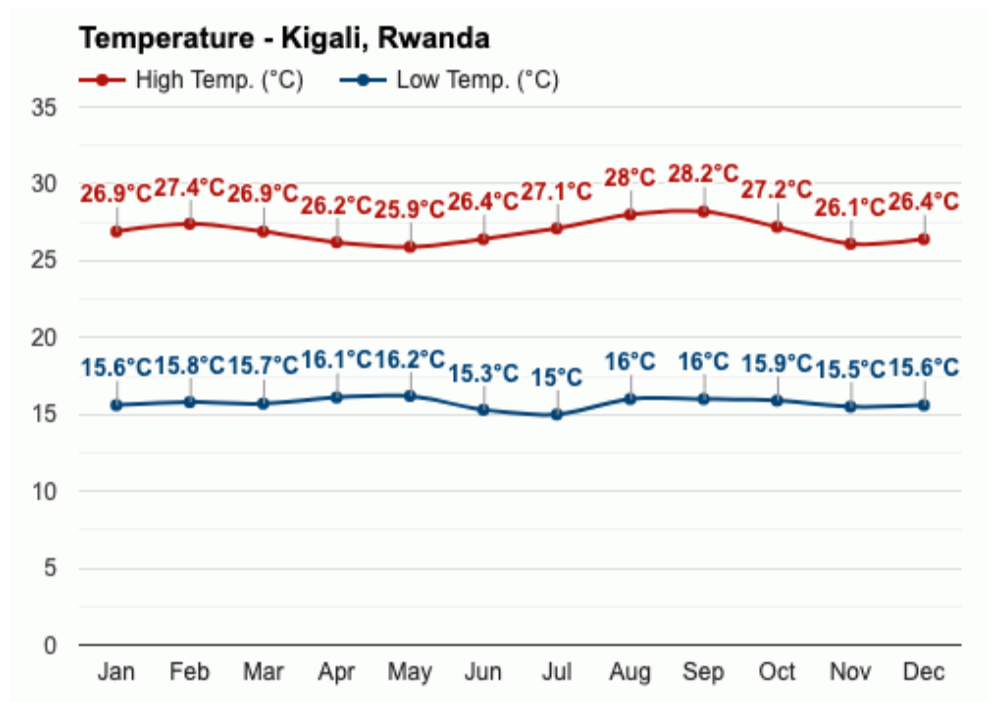


## Climate and Weather Information

Rwanda has a temperate tropical highland climate, with lower temperatures than are typical for equatorial countries due to its high elevation. Kigali, in the centre of the country, has a typical daily temperature range between 12 °C (54 °F) and 27 °C (81 °F), with little variation through the year. A description of the climate in Kigali can be found below.

## May Climate and Weather Averages in Kigali

High Temp: 25.9 °C  
Low Temp: 16.2 °C  
Precipitation: 88.1 mm  
Humidity: 81%



## Emergency Contact Details

### POLICE

Rwanda National Police (RNP) operates 24 hours a day and can help in case of an emergency.

- Toll free call: 112
- Contact Police headquarters on phone number: +250 788311110 /4/5

The same numbers can be used if outside Kigali.

### AMBULANCE

- Toll Free number 912

### FIRE

Fire services are provided by Rwanda National Police, 24 hours a day and 7 days a week

- Mobile: +250 788311120
- Landline: +250252570195

For more information on Rwanda, please visit [www.visitrwanda.com](http://www.visitrwanda.com)

## More information about Rwanda

Find out more about Rwanda and Kigali, including things to do and see on the City Tourism website: <https://www.visitrwanda.com/tourism/>

For anyone interested in organizing a field trip, at your own cost, [Ikaze PCO](#) can provide support. If you are interested in any of the trips, please write directly to [info@ikazepco.com](mailto:info@ikazepco.com)

1. [Kigali Day Trip](#)
2. [Day Trip to Akagera National Park](#)
3. [Gorilla Trekking Day Trip](#)
4. [3 Days 2 Nights Gorilla Trek](#)

SEforALL is not responsible for medical, accident and travel insurance, compensation for death or disability, loss of or damage to personal property, or any other costs or losses that may be incurred during travel to or within Rwanda or the period of participation in the field trips.