



**AFRICA TRADE
DEVELOPMENT
FORUM 2024**

LOGISTICS NOTE FOR PARTICIPANTS



Republic of Rwanda
**Ministry of Trade
and Industry**





About the Africa Trade Development Forum

We are delighted to have you join us at the Africa Trade Development Forum in Kigali, Rwanda and we look forward to welcoming you. This event is cohosted by the Government of Rwanda, Ministry of Trade and Industry and TradeMark Africa. Your participation is highly appreciated, and we look forward to productive sessions.

Below is the logistics guide as you prepare to attend the Forum.

Event Name

**Africa Trade
Development Forum**

Theme

**Digital Trade : Unlocking
Africa's Trade Potential
Through Digital Innovation**

Date

2-3 December 2024



Please visit the TMA website for the programme and registration details:
<https://www.trademarkafrica.com/african-trade-development-forums/>



Venue Details



Venue

The African Trade Development Forum will be held at the **Marriott Hotel**, Kigali, Rwanda.



Conference Facilities

All conference facilities and meeting rooms are equipped with WIFI and air conditioning.



Catering

Morning and afternoon tea/coffee, snacks, plus lunch will be provided free of charge, during the meeting for all registered participants. Please reach out to the logistics team referenced in 8 below if you have specific dietary requirements.



Translation facilities

Simultaneous interpretation services (English and French) will be provided.





Accommodation

A block reservation has been secured in standard rooms at the following three hotels on half board basis (bed, breakfast and buffet dinner):

No.	Hotel	Website	Accomm. (US \$) Incl. Tax	Return Transfers (US\$) Incl. Tax
1	The Marriot Hotel	https://shorturl.at/sCHWC Tel: +250 222 111 111	200	90
2	Kigali Serena	https://shorturl.at/isyFj Tel: +250 788 184 500	220	90
3	Four Points by Sheraton	https://www.marriott.com/en-us/hotels/kgllfp-four-points-kigali/rooms/ Tel: +250 788-163100	170	90



- Self-sponsored delegates may book their accommodation directly with these hotels (a reservation code will be shared) or any other hotel of choice.
- These three hotels are located at the city's business and social epicentre, along **KN 3 Avenue**. They are within a walking distance from each other and approximately ten kilometres from Kigali International Airport.



Expenses Covered



- All participants are responsible for their own expenses. This includes round-trip airfare to Rwanda, airport transfers, hotel accommodation, and any other costs associated with their stay in Rwanda.
- Any extras outside the communicated conference meal plan will be settled directly by meeting participants.



Travel Documents and Visa Arrangements

- All travellers must hold a valid passport (at least six months on the day of entry in Rwanda) or any other acceptable travel document, and the yellow fever certificate for travel into Rwanda.

- East African citizens can use the EAC pass.
- Citizens of country members of the following international organisations receive visas upon arrival and visa fees are waived for a visit of 30 days: African Union, Commonwealth and La Francophonie.
- Citizens of all countries that are not visa exempt also have the option to apply online or at the Rwanda Diplomatic Missions of their country of residence before departure. Those applying online have the option to pay online or upon arrival.
- Delegates holding diplomatic passports, service/official passports or AU/UN laissez-passer travelling for official duty are exempted from visa fees.

Visiting Delegate Country	Visa Type	Fee	Validity	Visa Issued
Angola, Benin, Central Africa Republic, Chad, Cote D'Ivoire, Ghana, Guinea, Haiti, Hongkong, Indonesia, Mauritius Philippines, Qatar, Singapore, Senegal, Seychelles, Sierra Leone, Sao Tome & Principe and The Federation of Saint Christopher and Nevi	Tourist (T1) Visa Multiple Entry	None	90 days	Upon arrival
Citizens of the East African Community Member States (Burundi, Kenya, Tanzania, Uganda, Democratic Republic of Congo)	Visitor pass Multiple Entry	None	6 months	Upon arrival
Nationals of Australia, Germany, Israel, New Zealand, Republic of South Africa, Sweden, United Kingdom and the United States of America	Single Entry Visa	30USD	90 days	Upon arrival
Nationals of all countries not listed above	Single Entry Visa	30USD	30 days	Upon arrival



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

There is no single affiliated agent authorised to apply for a visa on your behalf. Such agents may mislead you and charge more than the required visa fee (source: <https://migration.gov.rw/visa-on-arrival>).



Travel Insurance

While Rwanda currently has no specific travel insurance requirements, its tourism board encourages visitors to have adequate travel insurance to be taken out prior to departure. This will cover any medical situation, cancellation, curtailment of arrangements and baggage.



Transportation

Transport from the Kigali International Airport and back will be provided for VIP's and Speakers in pool shared vehicles. Please look out for our representative holding a sign reading "Africa Trade Development Forum" at the designated areas in the arrival hall. They will assist you in locating your vehicle.

For your return to the airport, please be ready at the hotel concierge at least 3 hours before your scheduled flight departure. This allows ample time for the transfer to the airport.



About Rwanda



Time

The time in Rwanda is **GMT+2**



Climate

The temperatures in Rwanda in December are comfortable with lows of 60°F and highs of up to 78°F. Rain is expected at an average of 15 to 22 days of rain.



Power supply

The electricity supply in Rwanda is 220/240V AC. It is advisable to bring your own round, two-prong adapter and transformer for 110V AC.



Telecommunications and internet

The available mobile telecommunication service providers are MTN and Tigo/Airtel. Mobile telephone service providers also provide a gateway to the Internet using GPRS, 3G and 4G. Cell phone SIM cards are widely available.

Every SIM card user/buyer in Rwanda is expected by law to be registered prior to activation and SIM cards can be registered at the point of purchase.

Your passport will be required for SIM card registration. All hotels as well as the meeting venue provide internet connectivity.



Plastic bags

As part of an environmental protection policy, plastic bags are not allowed into Rwanda.

Passengers entering Kigali International Airport, or any other border posts with plastic bags are required to discard them and are supplied with an environmentally friendly alternative at a cost ranging between 2-6USD.



Currency

The unit of currency is the Rwandan Franc (RWF). Exchange rates are subject to fluctuation. Central bank rates can be found on the National Bank of Rwanda website www.bnr.rw Bureau de Change (Forex Bureaus) are available at the airport and in all parts of Kigali City.



Health and Safety (Mpox and Marburg)

The Ministry of Health and World Health Organisation are actively managing the situation. Rigorous contact tracing, case investigation, and active symptom screening at points of entry are in place to prevent any potential spread of the virus. Extensive measures have been taken to ensure the safety of both residents and visitors, and all necessary precautions are being implemented. We reassure the public that the situation is under control and traveling to and within Rwanda is Safe. For up-to-date information about health, safety and security in Rwanda, please visit:

<https://rbc.gov.rw/marburg> or
<https://rbc.gov.rw/marburg/wp-content/uploads/2024/10/travel-advisory.pdf>



Banking Services

Banking hours are from 09:00 to 17:30 on weekdays and from 08:00 to 15:00 on Saturdays. Banking amenities are available at all commercial banks and most banks have cash dispensing machines accepting Visa, MasterCard and Cirrus.

Most internationally recognized currencies and travelers' cheques can be exchanged at commercial banks, hotels and international airport. Major credit cards are accepted in most hotels, restaurants and shops



Security

Although Rwanda remains a safe travel destination with relatively low crime rate, there may be cases of petty crimes. To mitigate this risk, meeting participants are advised to leave important documents and personal belongings in the hotel safe, limit the amount of cash carried, and exercise increased vigilance in crowded areas.

Business & Shopping Hours

Public offices open from 9am to 5pm while businesses open from 8am to 6pm, Monday to Friday. Weekend business hours range between 9am to 1pm. **For more practical information on Rwanda, please visit:**

<http://www.rwandatourism.com/practical-info>
https://rcb.rw/IMG/pdf/e-book_dine_shop_getaround_english__2023-compressed.pdf





Emergency Numbers

In case of emergency, please refer to the numbers listed below:

Rwanda National Police
(Toll free from a local line)

112

Fire Brigade
(Toll free from a local line)

111 - or - +250 788 311 224

General Assistance
(Toll free from a local line)

997

Recommended Hospitals and Clinics

For more extensive medical services, please seek treatment at one of the following hospitals:

King Faysal Hospital

+250 788 307 561

Centre Hospitalier Universitaire de Kigali/
CHUK

+250 788 868 240

Kanombe Military Hospital
(Toll free from a local line)

+250 788305703

Contact Details



For more information about the Trade Development forum, please do not hesitate to get in touch with us:

For information about Rwanda:
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For information about the Conference:
The TMA Logistics Team
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For assistance with travel bookings etc
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