

Meeting of ITU-T SG3 Regional Group for Africa (SG3 RG-AFR)

Kigali, Rwanda, 5-8 February 2018



Practical information

MEETING VENUE

Kigali Marriott Hotel



KN 3 Avenue, Nyarugenge District, Kigali, Rwanda



+250 222 111 111



<http://www.marriott.com/hotels/travel/kglmc-kigali-marriott-hotel/>

Transportation to/from:

Kigali International Airport - KGL:

Hotel direction: 7 miles SW

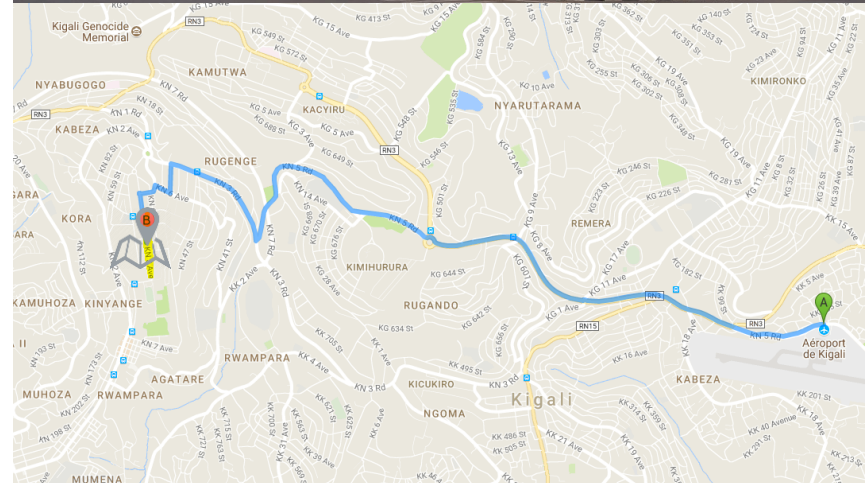
- ❖ Airport shuttle service, scheduled, fee: 40 USD (one way)
- ❖ Estimated taxi fare: 30 USD (one way)

Bus Station:

- ❖ Kigali City Bus Park 0.8 miles NW
- ❖ Nyabugogo Bus Station 2.1 miles NW

Parking:

- ❖ Complimentary on-site parking



REGISTRATION

Please register online no later than 8 January 2018 at:

 https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?_eventid=3001044

Badge collection: Please collect your badge at the registration desk on the day of your arrival.

IMPORTANT: Please note that all badges must be collected personally for access control security. Badges are therefore strictly non-transferable.

VISA INFORMATION

From January 2018, citizens of all countries will get 30 days-visa upon arrival without prior application. The fees for single entry visa remain at US\$30. Please note that, Visa is waived for diplomatic and service passports holders from Djibouti, Ethiopia, Gabon, Guinea, India, Israel, Morocco and Turkey.

For more information, please consult the Rwanda Immigration website:

 <https://www.migration.gov.rw>

Focal point: For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact either:

Norbert KAMANA  norbert.kamana@rura.rw

or

Rachel MUGANGA  rachel.muganga@rura.rw

IMPORTANT : All invitation requests have to be sent to the above emails **no later than 31 January 2018.**

LOCATION AND ACCESS

Kigali, with a population of more than 1 million (2012), is the capital and largest city of Rwanda. It is near the nation's geographic centre. Travelers will enjoy exploring the great cultural activities - including several award-winning museums, burgeoning music scene, and some of East Africa's most memorable dining experiences.

Airport: **Kigali International Airport** is located in the suburb of Kanombe, at the eastern edge of Kigali, approximately 5 kilometres (3.1 mi), by road, east of the central business district of the city of Kigali.

Transportation: Hotels officially recommended are located close to the event. For those who wish to take a taxi, most places you are staying at will call them for you or you will find them in the town center and around and about. A fare anywhere is generally determined by the taxi meter installed in each licensed taxi with this formula: Rwf1,500 for the first 3Km or less of distance covered and Rwf500 for each additional Km.



HOTELS

The following list indicates recommended hotels with special negotiated rates as well as their websites:

Scheba Hotel	US\$80 or US\$200 /Night	www.schebahotel.com
5 Swiss Hotel	US\$90 or US\$117/Night	www.5swisshotel.com
Heaven Boutique Hotel	US\$100 or US\$150/Night	www.heavenrwanda.com
Park Inn Hotel	US\$120/Night	www.parkinn.com
Galaxy Hotel	US\$120/Night	www.galaxyhotelrwanda.com
Kigali Marriott Hotel	US\$228 or US\$280/Night	www.marriott.com

IMPORTANT : All the delegates are advised to book the hotel directly by quoting **ITU-T, SG3-AFR Meeting hosted by RURA** for availing special rates. Before checking out of hotel, the participants are expected to settle all dues directly with hotel, including room charges and other expenses such as local and long-distance telephone calls, Internet, business centre, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

HEALTH REQUIREMENTS

All travelers to Rwanda will need a **yellow fever vaccine**.

The following vaccinations are recommended but not required when visiting Rwanda:

- ❖ Hepatitis A
- ❖ Malaria
- ❖ Typhoid
- ❖ Hepatitis B
- ❖ Rabies

For more information on vaccinations necessary before travelling to Rwanda, please follow the link : <http://wwwnc.cdc.gov/travel/destinations/traveler/none/rwanda>

IMPORTANT: ITU advises all the participants to take medical and travel insurance covering the whole period of the meeting and overseas travel. Neither ITU nor RURA will be able to meet any expenses relating to injury, accident or medical treatment of the participant during their stay in Rwanda.

BANKS & CURRENCY

Currency: Rwandan Franc (Frw); 1 USD ~ 860 RWF

It is advised to arrive in Rwanda with US dollars or Euros in cash, which can be exchanged either at the airport or at any FOREX bureau or bank.

Banks: Open from 08.00 am to 8.00 pm on Monday to Friday and up to 1.00 pm on Saturdays.

ATMs: Available and work on international networks. Foreign travelers can use their credit cards to obtain cash through the cash advance or use debit cards to withdraw cash from their bank account.

Credit cards: Acceptable (**VISA and MasterCard**) at most supermarkets, restaurants and accommodations but it is advised to confirm prior to ordering.

IMPORTANT: Travelers are encouraged to carry petty cash to cater for small transactions.

SERVICES AVAILABLE FOR PARTICIPANTS DURING MEETINGS

Information display: It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication center: Internet Access free of charge will be available at the event meeting room. Participants will also be provided with fax service.

Security: For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

Medical Assistance: Emergency and urgency medical assistance will be available. Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

ADDITIONAL INFORMATION

Climate: Kigali is located at the centre of the country, at 1,500 metres (5,000 feet) above sea level, and receives 950 mm (37.5 in) of rain per year, with a maximum in April, and a minimum from June to August, when it almost never rains. From December to February, the rains are still quite frequent. The average daily temperature is about 21°C.

For further weather related information, please check <http://www.meteorwanda.gov.rw/>.

Time zone: CAT (UTC+2)

International access code to call in Rwanda: +250

Languages: Kinyarwanda, French, English and Swahili





ADDITIONAL INFORMATION (cont.)

Electricity: 220-240 V

The electrical sockets used are the “Type C” Europlug and the “Type E” and “Type F” Schuko.



Other useful information can be obtained from:

-  www.gov.rw
-  www.rwandatourism.com/destinations/kigali
-  www.livinginkigali.com
-  www.eatinginkigali.com

CONTACTS

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