The conference will be held from 03 to 05 December 2018. The full Agenda of the Conference will be shared with all participants prior to arrival at the conference and will be available on the conference website: [https://www.aec2018.org/](https://www.aec2018.org/)

**VENUE**

Kigali Marriott Hotel, Kigali Rwanda

This is a five-star hotel located within 11.3 km from Kigali International Airport along KN3 Avenue in downtown Kigali, close to the embassies, Government ministries and Kigali City Hall.

**Accommodation**

Kigali is a city and the capital of Rwanda and thus a wide range of accommodation is available. Participants are encouraged to stay close to the conference venue, Kigali Marriot Hotel. The cost of all accommodation for sponsored participants will be covered by the Conference organizers. Any extra hotel charges are the sole responsibility of the participant. The Conference organizers will arrange hotel bookings for sponsored participants. Self-sponsored and other participants are encouraged to make direct bookings with their preferred hotel prior to arrival and will be required to guarantee their payment by credit card upon check in at the hotel. Please note that hotel reservations are subject to room availability, so early registration is encouraged. The table below includes negotiated rates at preferred conference hotels. Transportation of sponsored participants between the preferred hotels and conference venue will be arranged by the organisers.
<table>
<thead>
<tr>
<th>No.</th>
<th>HOTEL</th>
<th>Type of room</th>
<th>UN Negotiated Rate (USD)</th>
<th>Total number of rooms</th>
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<tbody>
<tr>
<td>1</td>
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<td>Standard Room</td>
<td>150</td>
<td>50: But rooms to increase as participants book online</td>
</tr>
<tr>
<td>2</td>
<td>Kigali Serena Hotel</td>
<td>Standard Room</td>
<td>120</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Ubumwe Grand Hotel</td>
<td>Standard Room</td>
<td>100</td>
<td>110</td>
</tr>
<tr>
<td>4</td>
<td>Villa Portofino Hotel</td>
<td>Standard Room</td>
<td>90</td>
<td>51</td>
</tr>
</tbody>
</table>

Hotel Booking Links

<table>
<thead>
<tr>
<th>No.</th>
<th>HOTEL</th>
<th>Booking links</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Marriot Hotel</td>
<td>Book your group rate for Africa Economic Conference (AEC), 03-05 December 2018</td>
</tr>
<tr>
<td>2</td>
<td>Kigali Serena Hotel</td>
<td><a href="https://reservations.travelclick.com/17004?groupId=2319747">https://reservations.travelclick.com/17004?groupId=2319747</a></td>
</tr>
<tr>
<td>3</td>
<td>Ubumwe Grand Hotel</td>
<td>Email: <a href="mailto:reservations@theapdl.com">reservations@theapdl.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Villa Portofino Hotel</td>
<td><a href="mailto:reservations@hotelvillaportofinokigali.com">reservations@hotelvillaportofinokigali.com</a></td>
</tr>
</tbody>
</table>

Meals

Hotel price has been secured on a Bed and Breakfast rate. Lunch will be supplied on each day of the conference. Mid-morning and afternoon teas will also be served daily. Only the cost of dinner will be covered for sponsored participants.

Travel and Visa

From 1st Jan 2018, Nationals of all countries receive visa on arrival at Kigali International Airport and all land borders, for a fee of USD $30. Citizens of all countries that are not visa exempt, have also option to submit application online (Click here) https://www.migration.gov.rw/index.php?id=203 or at the Rwanda Diplomatic Missions of the country of residence before departure. Those applying online have option to pay online or upon arrival. Sponsored participants should keep receipt of visa payment for claim purposes. All participates are encouraged to carry their Meeting invitations/travel authorizations showing purpose of their visit to Rwanda as these may be requested at the airport.
Transportation is available between Kigali International Airport and all major hotels. Conference organizers will take care of transportation of sponsored participants from the airport to their respective hotels and to the conference venue. On arrival, kindly look out for a placard with the African Economic Conference written on it. Other participants should make their own arrangements from Kigali International Airport to the hotel (this may incur additional costs). Participants can get blue cabs (Taxis) at the airport at a charge of roughly USD 25 to their selected hotel. Participants can also pre-arrange transport with Kigali Airport Taxi and Shuttle more details here: https://www.horizontransfers.com/airport-transfers-rwanda/

Sponsored participants will be entitled to receive Daily Subsistence Allowance (DSA/per diem) for the conference period and authorized stop-over(s) en route, as per UN/AfDB travel guidelines. The DSA/per diem is to cover the meals (excluding lunch which will be provided during the period of the conference) and sundry expenses of sponsored participants from outside Rwanda.

The local currency is the Rwandan Franc (RWF). As of November 2018, the exchange rate is about 879.05 RWF to 1 USD and 994.91 RWF to 1 Euro (the rates are subject to fluctuations).

The working languages of the meeting are English and French and simultaneous interpretation will be available in all sessions.

Temperature

- The average temperature in Kigali in December is warm at 20.5 °C (68.9 °F).
- Afternoons can be hot with average high temperatures reaching 26 °C (78.8 °F).
- Overnight temperatures are generally mild with an average low of 15 °C (59 °F).
- In December there is a range/ variation of diurnal average temperatures of 11 °C (19.8 °F).
- The weather in December is not exactly parched with rain occasionally. Circa 100mm (3.9in) of water is deposited across on average 12 days.
- The shortest day is 12:13 long and the longest day is 12:13 long with an average length of 12:13.

Read more: http://www.rwanda.climatemps.com/december.php#ixzz5M9b7uev3
The UN-CLINIC is located within 13 km from Kigali Marriott Hotel at Remera, KN3 Road. UN Clinic Guidelines instruct that we provide primary healthcare to UN staff and dependents. UN Clinic Kigali services are free.

Working hours:
1. **Mondays to Thursdays**: from 9:00 AM to 12:00 AM in the morning hours and from 3:00 to 5:00 PM in the afternoon
2. **Fridays**: from 9:00 to 1:00
   - Please contact Dr. Abanda Tueche, UN Physician/ Health Manager at:
   - **Mobile**: + 250 78 222 00 70
   - **Email**: abanda.tueche@one.un.org

For non-UN personnel, a list of reputable local health facilities and pharmacies near to the conference venue are provided on the last page of this logistic note accordingly.

To enter in Rwanda, a valid Yellow Fever vaccination certificate is mandatory for travellers (Residents/ Non-Residents) coming from Yellow Fever endemic countries and countries with active Yellow Fever transmission outbreaks. All residents travelling to Yellow Fever endemic countries should be vaccinated at least 10 days before travelling.

To know if you are subject to the Yellow Fever vaccination requirements, please visit: [https://www.migration.gov.rw/index.php?id=261](https://www.migration.gov.rw/index.php?id=261)

Security Situation is relatively benign in the whole country (Level 2). There is no specific threat against International Organizations including the UN and its activities. Criminality is low and opportunistic in nature. The array of natural hazards which the country is susceptible to can be viewed on this link. [http://midimar.gov.rw/uploads/tx_download/National_Risk_Atlas_of_Rwanda.pdf](http://midimar.gov.rw/uploads/tx_download/National_Risk_Atlas_of_Rwanda.pdf)

Travellers are advised to pay attention especially when walking in isolated areas at night. As a such, try to avoid walking alone, particularly during hours of darkness. If you must walk alone at night, use well-lit streets with as much vehicle traffic as possible and walk near the curb and avoid carrying valuables such as money, cameras and jewels. Rather lock them in the safe in your hotel room and ensure not sharing the code with anyone. Whenever you decide to carry them, kindly do it discreetly.

Any time you need transportation, kindly liaise with your hotel to arrange for contacting taxi for you.

It is also worth informing that all participants will be screened by Security Section through X-ray machine prior to having access to the venue/facilities. Participants ID is to be carried and displayed at all time during the conference.
For UN personnel, security clearance is mandatory for all official travel into the country and can be obtained through TRIP (https://dss.un.org). This should be submitted at least 48 hours prior to travel. Read the useful information obtained in the hyperlink upon the security clearance receipt.

UN Rwanda Security Advisor details are;

**Mr. Farah Barrow**
Mobile: +250 782 220 010
Email: farah.barrow@undss.org

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**Registration and ID Badges**

Registration and accreditation will commence on Sunday 02 December 2018 at the Kigali Marriott Hotel. Therefore, participants are required to complete their registration at the conference venue (Marriott Hotel) from 9.00am on Sunday 02 December 2018 and obtain Identification Badge. You will require your invitation letter, passport and air ticket (for participants coming abroad) for the onsite accreditation. For identification and security reasons, Identification Badges should be worn by all participants at all time during the Conference and at official social functions.

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**Telecommunication Facilities**

Free WIFI access is available at the Kigali Marriott Hotel. Free WIFI access will also be made available to all participants attending the conference. Participants will be responsible for the purchase of their own SIM cards from any of the mobile operators (MTN, Airtel).

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**Payment Options**

All major credit cards are accepted at Kigali Marriott Hotel and all other major hotels in Kigali.

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**Electricity**

The electricity voltage in Rwanda is 240 volts, 50 cycles. Three pronged plugs are universal, so we suggest that you bring an international adapter.

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**General information on Rwanda**

*Rwanda*, warmly known as "the land of a thousand hills" is situated in East – central Africa. It lies 121 Km South (75 miles) of the equator in the Tropic of Capricorn, 1416 kilometers (880Miles) west of the Indian Ocean and 1250Km (777Miles) east of the Atlantic Ocean – literally the heart of Africa.
Rwanda is bordered by Uganda to the north, Tanzania to the east, Burundi to the south and the Democratic Republic of Congo to the west. The country has a temperate climate, with two rainy seasons (February to April, November to January). Average temperatures range from 16-22 degree Celsius. Anyone visiting ‘the land of a thousand hills’ is in for a multitude of surprises:

First is the personal safety, peace, security and stability enjoyed by both citizens and visitors of the country.

Second there is the beauty of this nation. The landscapes in this green country are truly breathtaking. Many visitors to Rwanda have remarked that the physical beauty of the country is without an equal on the African continent. Rwanda has five volcanoes, twenty-three lakes and numerous rivers, some forming the source of River Nile. Spectacular volcanoes and dense tropical forests dominate the north of the country, while gentle hills and valleys, calm lakes and turbulent rivers in both savannah and dense tropical vegetation dominate the rest of the country.

The high-altitude forests of the Virunga volcanic mountains, in northern Rwanda are home to the world's largest number of endangered mountain gorillas. Numbering in the hundreds, the gorillas live in protected areas, free from poachers. The gorillas can be viewed in their natural mountain habitats at a fairly close range.

Rwandan Standard Time is two hours in advance of Greenwich Mean Time (GMT +2).

**Contact Information**

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+250 788 562 807

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**Security**
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**Logistics & Protocol**
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Mr. Chrys Birasa
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chrys.birasa@undp.org
**Mobile no:**
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+250 788 690 949

**UN-Clinic**
Dr. Abanda Tueche,
UN Physician/ Health Manager
at:
**Mobile:** + 250 78 222 00 70
**Email:** abanda.tueche@one.un.org
# RECOMMENDED MEDICAL FACILITIES AROUND NYARUGENGE DISTRICT, KIGALI

<table>
<thead>
<tr>
<th>NAME</th>
<th>SUMMARY OF AVAILABLE SERVICES</th>
<th>AVAILABLE INSURANCES</th>
<th>DESCRIPTION OF LOCATION + GOOGLE MAP LINK</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polyclinique du Plateau</td>
<td>General Medicine Specialist consultations on appointments</td>
<td>-</td>
<td>KIYOVU, 28 KN 3 Av <a href="https://www.google.com/maps/place/Kiyo+U+28+Kn+3+Avenue,+Kigali">Google map link</a></td>
<td>Dr Antoine Muyombano 250 578 767</td>
</tr>
<tr>
<td>Belgium embassy clinic (International Dispensary)</td>
<td>General Medicine Immunization</td>
<td>-</td>
<td>Kiyovu KN 65 st <a href="https://www.google.com/maps/place/Kiyovu+KN+65+Avenue,+Kigali">Belgium embassy International Dispensary</a></td>
<td>Dr. Ingeborg 0788300353</td>
</tr>
<tr>
<td>La Clinique d’Harmony</td>
<td>Internal Medicine and specialties Surgery and specialties ENT Standard Imaging</td>
<td>CIGNA</td>
<td>Near DHL, Nyarugenge, Kigali <a href="https://www.google.com/maps/place/Nyarugenge+DHL+Avenue,+Kigali">Google Map link</a></td>
<td>Cell : +250-08-500497 Email : <a href="mailto:clinic.harmony@yahoo.fr">clinic.harmony@yahoo.fr</a></td>
</tr>
<tr>
<td>Centre Medical BAHO (Baho polyclinic)</td>
<td>General Medicine Dental services Pediatrics ENT</td>
<td>Allianz Cigna</td>
<td>Kiyovu <a href="https://www.google.com/maps/place/Kiyovu+Dental+Services+Avenue,+Kigali">Google Map Link</a></td>
<td>Dr Petronille Muhawenimana 078 830 21 72 Customer Care : 078 9 33 99 74</td>
</tr>
<tr>
<td>Clinique Bien Naitre</td>
<td>Gynecology, Obstetrics Pediatric</td>
<td>Cigna</td>
<td>Nyarugenge KN 1 rd <a href="https://www.google.com/maps/place/Nyarugenge+1+Avenue,+Kigali">Google Map link</a></td>
<td>Dr. Jean Claude Nkundabagenzi 078 8 45 39 32</td>
</tr>
<tr>
<td>Pineda dental Clinic</td>
<td>Dental</td>
<td>-</td>
<td>Kiyovu 15 KN 33 st <a href="https://www.google.com/maps/place/Kiyovu+15+Kn+33+St,Avenue,+Kigali">https://www.google.com/maps/place/Kiyovu+15+Kn+33+St,Avenue,+Kigali</a></td>
<td>Reception : 078 8 56 43 77</td>
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<td>Rwanda Eye Clinic</td>
<td>Ophtalmology</td>
<td>-</td>
<td>Kiyovu 1 KN 29 St <a href="https://www.google.com/maps/place/Kiyovu+1+KN+29+Avenue,+Kigali">Google Map link</a></td>
<td>Dr Francoise Rwakunda 078 8 30 48 61 Reception : 3460</td>
</tr>
<tr>
<td>KMISC Kigali Medical Imaging</td>
<td>Radiology</td>
<td>Cigna Allianz</td>
<td>Avenue Poids lords, Maxi House building <a href="https://www.google.com/maps/place/Avenue+Poids+Lords,+Maxi+House+Building,Avenue,+Kigali">https://www.google.com/maps/place/Avenue+Poids+Lords,+Maxi+House+Building,Avenue,+Kigali</a></td>
<td>Dr. BIZIMUMUREMYI 078 852 01 92</td>
</tr>
<tr>
<td>Biomedical center (BMC)</td>
<td>Laboratory</td>
<td>Cigna Allianz</td>
<td>Nyarugenge KN 3 rd <a href="https://www.google.com/maps/place/Nyarugenge+3+Avenue,+Kigali">Near DHL</a></td>
<td>Dr. Alphonse Karangirwa 078 8 30 50 05 Reception : 252 577 492</td>
</tr>
<tr>
<td>Pharmacie Conseil</td>
<td>Pharmacy</td>
<td>Allianz Cigna</td>
<td>Nyarugenge KN 383 st, <a href="https://www.google.com/maps/place/Nyarugenge+Branch,Avenue,+Kigali">Nyarugenge branch</a></td>
<td>Mr Danny Muterme 078 8 30 82 00 Reception: (252) 572 374 Mr Alphonse: 0788303755</td>
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</table>
| **Kipharma** | Pharmacy | Cigna | Nyarugenge KN 74 st  
Google Map link to the Nyarugenge branch | Reception: 252 57 29 44 |
| **EJO HEZA CLINIC** | General Surgery & Traumatology | | KN 25 ST 9  
Google Map Link | Reception: +250785845994  
DR. MUGENZI Dominique  
+250788506568 |