



**HUMANITARIAN
ENERGY
CONFERENCE**

Humanitarian Energy Conference

16 May 2022, 08:00-18:30 CAT
Online & in Kigali Marriott Hotel, Rwanda
#HumanitarianEnergy #HEC2022

LOGISTICAL INFORMATION

Co-hosted by



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The logistical information on this document is prepared based on and accumulated from the [SEforALL Forum Logistics Note](#), Practical Action Pre-Departure Pack, and other publicly available sources.

The Venue

The Humanitarian Energy Conference (HEC) 2022 will be held at the **Kigali Marriott Hotel** in Kigali, Rwanda which is conveniently located near the Nyarugenge financial district and the Kigali Convention Center.



Address: Kigali Marriott Hotel

KN 3 Avenue, Nyarugenge District, Kigali, Rwanda

Tel: [+250 222-111 111](tel:+250222111111)

Website: <https://www.marriott.fr/hotels/travel/kglmc-kigali-marriott-hotel/>

1. Travel requirements to Kigali, Rwanda

Kigali International Airport

Kigali International Airport (IATA: KGL, ICAO: HRYR) is the main international airport serving Kigali, the capital of Rwanda. The Kigali International Airport is 12km from the venue, which approximately 25-minute drive.

International airlines providing services at Kigali International Airport are RwandAir, Kenya Airways, Ethiopian Airlines, Brussels Airlines, KLM, Qatar Airways and Turkish Airlines.

Travelling from the airport by taxi

Taxis are available 24 hours a day at Kigali International Airport. They are mostly white with a horizontal strip of colour. Most do not have meters and any rate in Kigali or outside Kigali must be negotiated with the driver before entering the vehicle. The official rates are, from the airport, RWF 2500 for the first kilometre travelled and 600 RWF per additional kilometre.

- YegoCabs (white with an horizontal orange strip): available 24hrs/7 , you can dial 9191 to have a taxi , 700 rwf/km
- Move (VolksWogen Mobility Solutions)Ö Polo vehicles : available 24/7, dial 1010 or 0783118818 , 750 rwf/km

Travelling from the airport by hotel shuttle

In Kigali, most hotels arrange airport shuttles for a price ranging between USD 25-35.

Travel Visas

All passport holders are issued visas upon arrival at all border posts without prior application. More information can be found [here](#).

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

Since 6 March 2020, nationals of the African Union, Commonwealth and Francophonie member states can get a 30-day visa on arrival free of charge (no payment required).

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

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.

Delegates are responsible for ensuring that they have the appropriate visa for travel. The UNITAR/GPA takes no responsibility for unsuccessful visa requests.

Also, for further visa information you can visit: www.migration.gov.rw.

2. Hotel recommendations for your stay in Kigali

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

Hotel	Address
Ubumwe Grande Hotel (website)	Plot 1306, KN 67 Street, Kiyovu Cell, Nyarugenge Sector, Nyarugenge District, Kigali, Rwanda Tel: <u>+250 788 165 700</u> (Close to the Venue)
Hotel De Mille Collines (website)	2 KN 6 Avenue, Kigali Tel: +250 788 192 530 (Close to the Venue)
Kigali Marriott Hotel (website)	KN 3 Avenue, Nyarugenge District, Kigali Tel : +250 222 111 111 (Venue)
Kigali Serena Hotel (website)	KN 3 Avenue, Kigali Tel : +250 788 184 500 (Close to the Venue)
Lemigo Hotel (website)	KG 624 St, Kigali Tel: +250 784 040 924 (About 15 min by car from the Venue)

3. COVID-19 and other Health Information

Mandatory COVID-19 Rules in Rwanda

Participants **must be fully vaccinated** against COVID-19 to access the venue and wear a mask during travel and when in public.

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

- 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.
- All individuals entering Rwanda are required to complete a [Passenger Locator Form](#) prior to their arrival.
- Passengers arriving at Kigali International Airport must present a negative Rapid Test taken 72 hours prior to departure (meaning travellers 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 travellers' own cost.
- Travellers will need to self-isolate (e.g. in their hotel room) until they get a negative test result (**usually comes within a few hours**).
- Please factor in the above-mentioned vaccine, testing and brief self-isolation requirements when planning your travel to the HEC.

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

Travel and Health insurance

The co-hosts of the HEC are 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 at the conference.

Therefore, it is strongly recommended that you obtain international medical insurance for the entire period of participation, including travel time.

4. Logistics at the HEC

Covid-19

To participate in the conference, you must present a proof of a negative PCR or Rapid test done within 72 hours when you collect your badge at the venue..

Meals

Lunch and Dinner will be provided on the 16th May, creating an opportunity for participants to network. In addition, breaks will be held in the morning and afternoon with coffee, tea, and snacks.

Badge Collection

Please, arrive at the venue by at least 8:00 am to register yourself and receive your badge. This is mandatory as the event will start and follow the exact time mentioned on the agenda. This is required to smoothen the hybrid event management.

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

Languages

Please note that English will be the official language of the HEC 2022.

Agenda and time allocation

The event is designed and arranged with hybrid solutions that gives opportunity to engage participants joining the conference online. To facilitate the hybrid event modules, the organizers will be maintaining the timeline of the agenda strictly. We expect your cooperation in following the agenda and timeline.

5. Security and safety

Rwanda is safe but there are cases of burglary, theft, bag snatching and mugging in Kigali. It is recommended to take sensible precautions.

To help you stay healthy during your visit, we strongly recommend you to:

- ONLY drink bottled water to avoid any potential for water caused illness.
- Minimize use of ice unless you are confident it is made with bottled water.
- Do not eat uncooked or street foods. It is best to avoid any salad or raw vegetables as these may not be washed in clean water.
- Use mosquito repellent especially at night in areas of high malaria prevalence (the whole country).
- Immediately treat any cuts or abrasions with antiseptic and/or antibiotic ointment to avoid infection.

It is recommended to always carry a copy of your passport with you. This provides a basic ID in emergency.

Please note that UN employees must request for TRIP security clearance from UNDSS at least 7 days prior to the travel date. It is required for all official international and in-country travel. You can submit your request [here](#).

6. Practical Information

Climate

Rwanda has a temperate tropical highland climate, with lower temperatures than are typical for equatorial countries due to its high elevation. Kigali, in the center 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.

Power and Plug Adapter

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

In Rwanda, most power plugs and sockets are type C and J, be prepared with an adapter for your electrical devices.

Plastic Ban Please refrain from bringing plastic bags to Rwanda. Banned by law since 2008, any plastic bags in your luggage will be confiscated at the airport or other point of entry.

7. Currency

The currency is Rwandan Francs (RWF), although US dollars are widely accepted.

Expect to pay for local services in cash, in Rwandan francs. The greater the amount, the more likely US dollars or other hard currencies are preferred.

You can use your credit card at hotels, restaurants and big shopping malls. ATM's are widely available in most major cities but it is wise to have some local currency at all times. Be aware of vulnerability to theft or pickpocketing when withdrawing money from ATMs. It is best to use ATMs in safe areas such as hotels.

Currently, 1 USD is approximately equivalent to 1000 RWF. For more information, please refer to: <https://www.bnr.rw/currency/exchange-rate/>

8. Emergency Contact Details

HEC contact person:

- Deborah Binamungu; Email: Deborah.Binamungu@practicalaction.org; Phone: +250 788 288 438
- Sadiq Zafrullah; Email: sadiq.zafrullah@unitar.org; Phone: +41 77 93 75 392 (only on WhatsApp) or +250 790 134 291

Hospitals

- PolyClinique du Plateau: +250788301630 or +250252576787
- King Faisal Hospital: 3938 or 3939
- Hospital La Croix du Sud: +250785246882

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

Other Useful phone numbers

- Fire Department – 111
- Emergency (police) – 112
- Traffic accidents – 113
- Gender-based violence – 3512

General Assistance (Toll-free from a local line): 997

9. Discover Rwanda