



LOGISTICS NOTE FOR PARTICIPANTS

2019 AACB Annual Meetings



28th July - 1st August 2019
Kigali, Rwanda



1. EVENT BACKGROUND

The National Bank of Rwanda (NBR) and the Association of African Central Banks (AACB) will be co-hosting the 42nd Annual meetings to be held from 28th July - 1st August 2019 in Kigali, Rwanda.

Below please find the forum overview;

DAY/DATE	ACTIVITY	VENUE
28 th -29 th July 2019	Technical committee meeting (Bureau)	Ubumwe Grande Hotel
30 th July 2019	Bureau Meeting	National Bank of Rwanda
31 st July 2019	Symposium	Kigali Convention Center (KCC)
1 st August 2019	Assembly of Governors meeting	Kigali Convention center (KCC)

Important note:

The meetings will be paperless. Conscious of the need for environmental protection, the AACB bureau, in its March 2019 meeting in Dakar, took a decision to reduce the use of papers starting with the 42nd Annual meetings. In this regard, all participants are reminded to bring their electronic devices, such as smart phones, tablets or laptops to be able to access meeting documents online. They will be uploaded on the following links: <https://aacb.org/en/node/1462> for the documents in English; <https://aacb.org/fr/node/1461> for the documents in French and on a mobile application labeled "AACB App", found on Apple store for iOS and Play store for Android.

2. MAIN EVENT VENUE

The main meetings will be held at the Kigali Convention Center (KCC), Kigali, Rwanda. Kigali is the Capital city of Rwanda with a population of 1.2 million inhabitants. The City is one of the cleanest and safest place to live in Africa. It also boasts of many nice hotels and restaurants to cater for a discerning traveler.



Address: Kigali Convention Center (KCC),
KG 2 Roundabout, Kigali, Rwanda

2.1. ACCESSIBILITY

Kigali International Airport (KGL) is conveniently situated only 15 minutes from Kigali Convention Center.

3. TRAVEL TO KIGALI

Kigali International Airport (KGL) is the primary airport into Rwanda and the main gateway for International travels. The major airline that operates from Kigali is Rwandair which reaches out to twenty-six cities in Western, Central, Eastern and Southern Africa, the Middle East, Asia and Europe. Other frequent airlines include Brussels Airlines, KLM, Kenya Airways, Ethiopian Airlines, Qatar Airways and Turkish Airlines.

4. VISA REQUIREMENTS

As of 1st January 2018, nationals of all countries receive a visa on arrival at Kigali International Airport and all land borders.

- All participants must hold a valid passport or travel document with at least two consecutive blank pages and a minimum validity of 6 months beyond the intended visiting period.
- Most African Countries are Visa Free, while others can pay upon arrival.
- A single-entry visa costs US \$30 and is valid for 30 days.
- For further information on visas, visit the Rwanda Directorate of Immigration and Emigration website www.migration.gov.rw
- Visas can be applied for before departure, by submitting an application online, with the option to pay online www.irembo.gov.rw or upon arrival.

- Yellow Fever Vaccination is required when visiting Rwanda, while Hepatitis A, Typhoid, Hepatitis B, Rabies Tourism are recommended but not required.

5. AIRPORT TRANSFERS

The National Bank of Rwanda (NBR) will provide complimentary airport transfers to and from the hotel for all AACB participants staying at the;

- Radisson Blu Hotel (5 star)
- Marriot Hotel(5 star)
- Serena Hotel, Kigali (5 star)
- Hotel des Milles Collines (4 star)
- Park Inn by Radisson Blu, Kigali (4 star)
- Ubumwe Grande Hotel (4 star)
- ONOMO Hotel Kigali (4 star)
- Urban by City Blue (4 star)
- Chez Lando Hotel (3 star)
- Hill View Hotel (3 star)
- Beausejour Hotel (3 star)
- Scheba Hotel (3 star)
- 2000 Hotel (3 star)
- Gorilla Hotel (3 star)

In this regard, participants are requested to complete their online registration and hotel booking not later than **15th July 2019**.

Important note:

If you travel with your spouse/partner/family member(s), please add the details of the person during registration, as the NBR Logistics team has to be informed to be able to facilitate airport transfers accordingly.

5.1 PLEASE NOTE THE FOLLOWING:

- Ensure your complete flight details are up to date by **15th July 2019**, via online registration portal: <http://theeventsfactory.biz/AACB/Register>
- Any changes to flight details **after 15th July 2019** should be notified to the organizers immediately.
- For participants who wish to cover their own ground transport and airport transfers, it may cost about 20 USD between the Airport and the Hotel of their choice.

6. ACCOMMODATION DETAILS

National Bank of Rwanda (NBR) proposes the following accommodation options.

NAMES OF THE HOTEL	HOTEL STARS	ROOM TYPE	NEGOTIATED ROOM RATES
Marriot Hotel	5	Deluxe Room	\$237
		Club Room	\$328
		Junior Suite	\$427
		Executive Lounge	\$4,337
		Presidential	\$6,195
Radisson Blu Hotel	5	Standard Room	\$230
		Superior Room	\$250
		Executive 1	\$280
		Executive 2	\$300
		Junior Suite	\$600
		Presidential	\$2,900
		Royal Suite	\$13,000
Serena Hotel, Kigali	5	Standard Room	\$200
		Deluxe Room	\$210
		Superior Room	\$230
		Prime Room	\$280
		Junior Suite	\$380
		Executive Suite	\$400
Hotel des Milles Collines	4	Classic Room City View (Single, Double)	\$150, \$175
		Classic Room Garden View (Single, Double)	\$175, \$200
		Classic Room Panorama View (Single, Double)	\$200, \$225
		Junior Suite (Single, Double)	\$230
		Superior Suite (Single, Double)	\$310

NAMES OF THE HOTEL	HOTEL STARS	ROOM TYPE	NEGOTIATED ROOM RATES
Park Inn by Radisson Blu, Kigali	4	Standard	\$180
		Superior	\$210
		Junior Suite	\$350
Ubumwe Grande Hotel	4	Junior Suite	\$130
		Deluxe Room	\$150
		Executive Suite	\$160
ONOMO Hotel Kigali	4	Standard Room (Single Occupancy)	\$95
		Suite Room (Single Occupancy)	\$140
Urban by City Blue	4	Standard Room	\$80
		Superior Room	\$90
		Club Room	\$100
Gorilla Golf Hotel	4	Standard Room	\$150
		Deluxe Room	\$150
		Executive Suite	\$250
		Presidential Suite	\$1,500
Chez Lando Hotel	3	Standard Room	\$70
		Bungalow Room	\$95
		Pavilion Room	\$118
Hill View Hotel	3	Standard	\$100
		Apartment with 1 bed	\$150
		Apartment with 2 beds	\$180
Beausejour Hotel	3	Standard Room	\$60
Scheba Hotel	3	Standard Single Room	\$90
		Standard Double Room	\$120
2000 Hotel	3	Single Room	\$90
		Double Room/Twin Room	\$100
		Executive Room	\$250

The reservation confirmation is on a first-come-first-served basis:
You will get the link to book your accommodation upon successful registration.

7. GENERAL INFORMATION

- **Dress Code:** Business attire.
- **Forum Languages:** Interpretation from English to French, and vice versa, will be provided.
- **Security:** Please keep your badge visible during all the AACB business and social events.
- **Insurance:** The National Bank of Rwanda (NBR) will provide emergency medical attention at the venue. However, it is recommended that all participants secure appropriate travel and health insurance for the coverage of any medical care during their stay in Rwanda. The organizers do not provide any such coverage and accept no responsibility in this regard.
- **Climate:** The weather in July in Kigali is pleasant and sunny, approximately ranging from a low temperature of 15° C to a high temperature of 27° C.
- **Currency:** The legal tender in Rwanda is Franc Rwandais (Frw). VISA and MASTERCARD debit and credit cards are widely accepted. Foreign currency can be exchanged at Banks and foreign Exchange Bureaus. Hotels may also accept payment in foreign currency. Market exchange rate by 15th June was FRW896.1/USD.
- **Electricity:** 220 / 230 V AC 50 Hz. Round pin wall sockets are used. If you are from a country with different voltage and pin sockets, we recommend bringing adaptors with you.



- **Mobile network operators:** The dialing code for Rwanda is +250. There is a number of mobile phone companies operating in Rwanda, but the main are MTN and Airtel Tigo. WIFI is available at the conference venue and all major hotels.
- **Emergency services:** The emergency service phone number is 112 for Police and 912 for Medical.

THANK YOU!