ADMINISTRATION COUNCIL MEETING OF ATU (AFRICAN TELECOMMUNICATION UNION)

Welcome to Kigali, Rwanda’s booming capital city! Ranked second in Africa by the International Congress and Convention Association (ICCA) 2019 for hosting the most association meetings. Rwanda is an excellent destination for hosting meetings, incentives, conferences, events and exhibitions.

Make Kigali your conference destination of choice: its beautifully appointed hotel rooms, meeting venues with capacities ranging from 50 – 2,600 and 4G Internet add value to your meeting.

Four Points by Sheraton Kigali is strategically located just five minute walk from CBD and in close proximity to several embassies and other high ranked star hotels.

## **EVENT INFORMATION AND MEETING VENUE**

**Theme**: ATU Administrative Council

**Dates**: 24th to 26th May 2023

**Venue**: Four Points by Sheraton, Kigali, Rwanda

Contact Person:

**ATU**  **HOST COUNTRY**

1.Ms Ritha INEZA

Ministry of ICT and Innovation

Tel: +250 7 81 72 18 83

Email: [rineza@minict.gov.rw](mailto:rineza@minict.gov.rw)

2.Ms Janet UMUTESI

Rwanda Utilities Regulatory Authority

(RURA)

Tel: +250 7 88 85 45 92

Email: [janet.umutesi@rura.rw](mailto:janet.umutesi@rura.rw)

1. **HOTEL RESERVATION**

Participants are kindly requested to fill out the Hotel Reservation Form (ANNEX1) and email it directly to the contact person of the selected hotel (List of recommended hotels attached as ANNEX 2) by 10th May 2023 with a copy to [atucouncil@rura.rw](mailto:atucouncil@rura.rw) for booking confirmation and logistic purpose.

The final payment for the stay should be made by each delegate at his/her respective hotel at the end of his/her stay.

1. **TRANSPORTATION**

Transport from the venue of the meeting to the hotel and vice versa will be provided only to delegates staying in recommended hotels.

A pick-up from/to the Airport will also be provided to delegates who booked in one of the recommended hotel and communicated their itinerary to [atucouncil@rura.rw](mailto:atucouncil@rura.rw) at least 2 days before the arrival date.

## **VISA REQUIREMENTS**

Citizens of country members of the following international organizations receive a visa upon arrival and visa fees are waived for a visit of 30 days: African Union, Commonwealth and La Francophonie.

Citizens of East African Community Member States are issued a pass/entry visa free of charge upon arrival to stay for a period of six months.

The following countries are granted 90 days valid visa free of charge upon arrival: Angola, Benin, Central African Republic, Chad, Cote d’Ivoire, Democratic Republic of Congo, The Federation of Saint Christopher and Nevis, Ghana, Guinea, Indonesia, Haiti, Mauritius, Philippines, Senegal, Seychelles, Sierra Leone, Sao Tome and Principe, Singapore and the state of Qatar.

Citizens of all countries that are not visa exempt also have the option to submit an application online or at the Rwanda Diplomatic Missions of the country of residence before departure. Those applying online have the option to pay online or upon arrival.

There is no single affiliated agent authorized 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>).

**Diplomatic passport holders**

Delegates holding diplomatic passports, service/official passports or AU/UN laissez-passer travelling for official duty are exempted from visa fees.

**Ordinary passport holders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Visiting Delegate Country** | **Visa Type** | **Fee** | **Validity** | **Visa Issued** |
| Hong Kong, Philippines, Mauritius, Singapore, Benin, Central Africa Republic, Chad, Ghana, Indonesia, Haiti, Senegal, Seychelles, Sao Tome & Principe and Democratic Republic of Congo | Tourist (T1) visa Multiple entries | None | 90 days | Upon arrival |
| Citizens of the East African Community (Burundi, Kenya, Tanzania, Uganda) | Visitor pass Multiple entries | 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 a countries not listed above | Single entry Visa | 30USD | 30 days | Upon arrival |
|  | Tourist Visa (T2) Multiple entries | 60USD | 90 days | Upon arrival |
|  | Conference pass (T6-1) Single entry | 30USD | 30 days | Upon arrival |
|  | Conference pass (T6-2) Multiple entries | 60USD | 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

All travelers must hold a valid passport or another acceptable travel document. The document must have a validity of at least six months on the day of entry in Rwanda.

For further or updated information on visas for Rwanda, please visit: [www.migration.gov.rw](http://www.migration.gov.rw)

## **VACCINATIONS**

For information about vaccination requirements and other health information for international travellers visitng Rwanda, please consult the Rwanda Biomedical Center (RBC) webiste at <https://www.rbc.gov.rw/index.php?id=745>

## **MEDICAL SERVICES**

First aid and emergency services will be available at the event venue. Nevertheless, it is advised to take out international travel insurance to cover any expenses in case of medical treatment.

In case of emergency or accident, delegates should call the Emergency medical Hotline: + 250 788300116

If you are on medication, please carry sufficient supply for the duration of your stay.

## **TELECOMMUNICATIONS**

The following Mobile Network Service Providers operate in Rwanda:

· MTN

· Airtel

Mobile Network Operator also provide a gateway to the Internet using GPRS, 3G and 4G LTE. The country code for Rwanda is +250.

International travellers visiting Rwanda can use mobile telephone services either through International Roaming or Prepaid SIM cards which can be purchased from any of the two mobile operators. Mobile Network Operators shops that sell and register SIM cards are also available at Kigali International Airport.

Every SIM card in Rwanda is expected by law to be registered prior to activation at the point of purchase.

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## **CURRENCY AND BANK SERVICES**

The unit of currency in Rwanda is the Rwandan Franc (RWF). Exchange rates are subject to fluctuation and daily Central bank rates can be found on the National Bank of Rwanda website: [www.bnr.rw](http://www.bnr.rw).

Bureaux de Change (Forex Bureaus) are available at the Airport 24/7, and in all parts of Kigali City during working hours.

Banking hours are from 09:00 to 17:00 on weekdays and from 09:00 to 15:00 on Saturdays and most banks have cash dispensing machines accepting Visa and MasterCard.

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.

## **WEATHER**

The average temperature in Kigali in May is warm at 20 °C (68 °F). Afternoons can be fairly hot with average high temperatures reaching 25 °C (77 °F) and average minimum temperature at night goes down to 15 °C (59 °F).

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## **TIME ZONE**

## The time in Rwanda is GMT+2 hour.

## **ENVIRONEMENT PROTECTION**

## 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.

## **ELECTRICITY SUPPLY VOLTAGE**

## The Standard Voltage in Rwanda is 220/240V AC.

## **EMERGENCY SERVICES**

In case of emergency, delegates are requested to call the following number for different emergency services:

· Fire Brigade (Toll Free from a local line): 111 or +250 788 311 224

· Ambulance (Toll Free from a local line): 912

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

· Rwanda National Police (Toll free from a local line) :112

## **BUSINESS & SHOPPING HOURS**

## Public offices open from 09:00 to 17.00, while most businesses open from 09.00 to 22.00 , Monday to Friday. Weekend business hours normally range between 09.00 and 22.00.

## **TOURISM**

## Rwanda boasts a green mountainous landscape, renowned for its Volcanoes National Park which encompasses the 4 507m high Mt. Karisimbi and four other forested volcanoes, as well as being home to mountain gorillas and golden monkeys. In addition, the Nyungwe National Park, with ancient mountain rainforest providing a habitat for chimpanzees and other primates, the vast Akagera National Park and other iconic sites would present unique opportunities to enrich your travel experience by exploring the Land of a Thousand Hills.

For more information on our destinations see <https://www.visitrwanda.com/tourism/>