

# **DELEGATES & EXHIBITION VISITORS LOGISTICS NOTE FOR ITU WORLD TELECOMMUNICATION CONFERENCE 2021 (WTDC-21)**

## **About ITU World Telecommunication Conference 2021**

The International Telecommunication Union, through its Telecommunication Development Bureau (BDT), organizes a World Telecommunication Development Conference (WTDC) in the period between two Plenipotentiary Conferences to consider topics, projects and programmes relevant to telecommunication development. ITU members at WTDCs set the strategies and objectives for the development of telecommunications/ICT, providing future direction and guidance to the ITU Telecommunication Development Sector (ITU-D).

WTDC-21 is scheduled to take place from 6 to 16 June 2022 and will attract approximately 1 300 participants including Member States, ITU-D Sector Members, Academia and United Nations agencies.

### **Event information**

**Theme:** "Connecting the unconnected to achieve sustainable development"

**Dates:** 6 – 16 June 2022

**Venue:** Kigali Conference Center

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. Kigali Convention Centre (KCC), positioned on a hilltop in the heart of Kigali, is one of the premier conference venues in Rwanda, along with Intare Conference Arena and the newly opened Kigali Arena with capacity of 10,000.

### **Programme**

Please visit the WTDC website for the draft time management plan.

### **Services covered for exhibition visitors & conference delegates**

#### Transportation

- o Airport shuttles will be available to transfer you from the airport to the official hotels. You can book through this link – [link to be provided]
- o Shuttles between official hotels and the venue will be provided. The schedule will be available on the official Host Country website as well as at hotel reception desks.
- o Airport shuttles will be available to transfer you from the official hotels to the airport.

### **Services not covered**

- o Delegates will be responsible for flight bookings.
- o Delegates will be responsible for accommodation costs.
- o As per standard Host Country practice, the host does not cover travel insurance, health insurance or medical bills.
- o Delegates will be responsible for personal/incidental costs (such as phone calls, mini bar, pay TV) throughout their stay in Kigali.
- o Delegates will be responsible for transport and meals costs for activities outside of the event agenda.

## **Arrivals at Kigali International Airport (KIA)**

An information desk outside the main terminal arrival area will be made available for the duration of the meeting to provide assistance with transport, accommodation, currency exchange and SIM card purchase upon arrival.

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## **Lost Luggage & Found Items**

A dedicated lost luggage & found items desk at the airport will assist delegates and other participants in the event of lost items. Delegates can choose to have their luggage delivered at their hotels for a fee of 20USD or are free to collect it at the airport at no cost.

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## **Departures**

Delegates travelling in business class will have access to two VIP lounges (arrival and departure).

Other passengers wishing to use the VIP lounges at the airport may can do so a cost of 30 USD.

## **Security**

The Government of Rwanda in coordination with the ITU is dedicated to ensuring the utmost safety and security for all event delegates, and other participants. Therefore, we ask for your understanding and to comply with the various security measures, which will be in place. Please be prepared to pass through a security check (similar to an airport) at both a dedicated accreditation/registration/badging distribution site opposite the Kigali Convention Centre (KCC), as well as when you are entering the KCC venue. Furthermore, delegates and participants will need to both scan their event photo badge when entering/exiting the KCC venue at dedicated security scanning posts. In addition, we kindly ask that all delegates and other participants wear their security badges visibly at all times while in the KCC.

In addition, all delegates will be required to present their event photo badge at the security badge scanning equipment when both entering and exiting the Plenary meeting room. This process is in place to use the available technology for quorum counting in case there would be a need for a vote by the WTDC-21 membership on any important issue.

## **Registration**

If you have not registered, please do so here:

[WTDC-21](#)

## **Visa Information**

All citizens of the world are issued a visa upon arrival at all border posts without prior application at a cost of 50USD.

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 Country	Delegate	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 all 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

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

### **Passport/travel document validity**

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.

### **COVID-19 guidelines**

All travelers before arriving in Rwanda must fill in the electronic Public Health Passenger Locator Form as well as present a negative COVID-19 certificate upon arrival. The only accepted test is a SARS-CoV 2 Real Time Polymerase Chain Reaction (RT-PCR) performed within 72 hours prior to departure (meaning travelers must be tested and get results within 3 days of their first flight). Other tests, such as Rapid Diagnostics Tests (RDTs), are not accepted for international travelers. COVID-19 Test is not mandatory for accompanied children under 5 years. At Kigali International Airport, all incoming travelers eligible (aged 12 years and above) for COVID-19 vaccine are encouraged to be fully vaccinated before their travel, and when they arrive, they will need to undertake and pay for a series of PCR and Antigen tests before leaving the airport at a cost of 63USD, which will be tracked using the Passenger Locator Form that is connected to the traveler. In addition, before the traveler is allowed to leave Rwanda, they must also undertake a PCR test at a cost of 46 USD. For more information, please visit: [RBC](#)

Please continue refer to the host country website for up-to date information regarding COVID-19 guidelines prior to your travel. [ITU WTDC \(wtdc2022.rw\)](#)

### **Yellow fever vaccination requirements**

The Rwandan Ministry of Health requires all travelers coming from countries where yellow fever is endemic to produce proof of vaccination at border posts.

Delegates without proof of vaccination will be immunized at the airport clinic at a cost of 40 USD.

### **Health services**

First aid and emergency services will be available at the Kigali Convention Center. For more extensive medical services, delegates are advised to seek treatment at one of the following hospitals:

- King Faysal Hospital: +250 788307561
- Centre Hospitalier Universitaire de Kigali/CHUK: +250 788868240
- Kanombe Military Hospital: +250 788305703

In case of emergency or accident, delegates should call the Emergency medical Hotline: +250 7883001116

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

### **Medical insurance**

The Host Country does not cover travel insurance and medical insurance.

Your medical insurance should:

- Take effect as soon as you leave your home country or place of residence.
- Be recognized by the main referral hospitals (the King Faisal Hospital, Kigali; University Teaching Hospital of Kigali; and Rwanda Military Hospital)
- Cover medical treatment in Rwanda.
- Cover medical evacuation and treatment within Africa.
- Cover repatriation to home country or place of residence.
- If you are on any routine medication (s) for e.g. Diabetes Mellitus, Hypertension, Asthma, Epilepsy, ARVs etc., kindly travel with an adequate supply of your medication.
- Private health insurance companies in Rwanda provide a package that includes medical services in Rwanda, medical evacuation and treatment in Africa, repatriation to home country or country of residence.

### **Telecommunications**

The following Rwandan mobile telecommunication service providers are available:

- MTN
- Tigo/Airtel

Mobile telephone service providers also provide a gateway to the Internet using GPRS, 3G and 4G. Cell phone SIM cards are widely available. Every SIM card user/buyer in Rwanda is expected by law to be registered prior to activation. SIM cards can be registered at the point of purchase.

### **Currency**

The unit of currency is the Rwandan Franc (RWF). Exchange rates are subject to fluctuation. 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.

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### **Banking Services**

Banking hours are from 08:00 to 18:00 on weekdays and from 08:00 to 15:00 on Saturdays. Banking amenities are available at all commercial banks. Most banks have cash dispensing machines accepting Visa, MasterCard and Cirrus. Bureau de Change facilities are available in all parts of Kigali city.

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.

### **Climate**

The average temperature in Kigali in September is warm at 21 °C (69.8 °F). Afternoons can be hot with average high temperatures reaching 27 °C (80.6 °F). Overnight temperatures are

generally mild with an average low of 15 °C (59 °F). The weather in June is generally dry with some rain.

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### **Local time**

The time in Rwanda is GMT+2.

### **Plastic bags**

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**

The electricity supply in Rwanda is 220/240V AC. You are advised to bring your own round, two-prong adapter and transformer for 110V AC.

### **Emergency services**

In case of emergency, please refer to the numbers listed below.

- 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 07.00 to 17.00, while businesses open from 08.00 to 18.00, Monday to Friday. Weekend business hours range between 09.00 and 13.00.

For more practical information on Rwanda, please visit

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<http://www.rwandatourism.com/practical-info>

### **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, ensure your visit to WTDC will 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/>



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**Key contacts**

Please direct all queries to the Information Desks at the venue or [info@minict.gov.rw](mailto:info@minict.gov.rw) and [info@rura.gov.rw](mailto:info@rura.gov.rw)