



**ICAO REGIONAL SAFETY MANAGEMENT SYMPOSIUM  
AND WORKSHOP  
ESAF AND WACAF REGIONS  
KIGALI, RWANDA 22-25 MAY 2018**

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**INFORMATION BULLETIN**

**1. Place and Date**

The ICAO Regional Safety Management Symposium and Workshop will be held in Kigali, Rwanda from 22 to 25 May 2018.

**2. Venue**

The event will be held at the Kigali Convention Centre, located 10 minutes from Kigali International Airport and 15 minutes from the city center.

**3. Opening Session**

The Opening Session will take place on Tuesday, 22 May 2018 at 1130 hours at the Kigali Convention Centre.

**4. Registration**

The registration of international participants will take place at the airport on their time of arrival and local participants will take place on site of the meeting on Tuesday, 22 May from 0900 hours to 1100 hours.

**5. Languages**

The meeting will be conducted in English with interpretation in French.

**6. Documentation**

This is a paperless event. Separate instructions will be sent to participants who will be attending the workshop.

**7. Passport and visa requirements**

Procedures for obtaining an entry visa, effective on 1 January 2018, all travelers can pay and get visas on arrival, for more information please visit <https://migration.gov.rw/index.php?id=2> or call +250 724123079.

*Note: Those with diplomatic and service passports get free visa on arrival.*



## 8. Vaccination requirements

Participants are informed that a valid certificate of vaccination against yellow fever is required.

## 9. Banks

There are ATM machines at your disposal upon arrival at Kigali International Airport and are operational 24/7. Also banks have a well spread branch network, some are within walkable distance depending on where you are staying.

### Currency

- Rwandan Franc (RWF)
- Rate of exchange: 1 USD = 850 RWF (as at 5 March 2018)

## 10. Temperature

In the month of May, the average daytime temperature in Kigali is around 25°C.

## 11. Transportation to/from the airport

Participants are informed that hotels listed in the table below provide airport shuttle services. Delegates who may book hotels that do not provide airport shuttle services will be requested to liaise with our airport team who shall gladly facilitate their transportation with reputable airport taxi services. VIPs will be accorded their deserved protocol services. Any other transport services shall be communicated to the delegates on arrival.

## 12. Hotels in Kigali

A list of recommended hotels with links is available below. Participants are informed all hotels listed provide airport shuttle services.

### [MARRIOTT HOTEL](#)

	<b>Normal rate</b>	<b>Discounted rate</b>
Deluxe room	220	170

### [RADISSON BLU HOTEL](#)

	<b>Normal rate</b>	<b>Discounted rate</b>
Standard (Single)	330	170
Standard (Double)	360	200
Business (Single)	410	250
Business (Double)	440	280
Junior suite	600	500
Diplomatic suite	2900	2700



**LEMIGO HOTEL**

	<b>Normal rate</b>	<b>Discounted rate</b>
Standard room (single)	150	120
Standard room (double)	180	150
Deluxe room (single)	200	155
Deluxe room (double)	230	185
Executive room (single)	240	195
Executive room (double)	270	225
Junior suite (single)	280	235
Junior suite (double)	310	265
Executive suite (single)	380	335
Executive suite (double)	410	365
Executive apartment (1 bedroom)	400	355
Executive apartment (2 bedrooms)	450	405
Presidential suite	2500	2000

**GRAND LEGACY HOTEL**

	<b>Normal Rate</b>		<b>Discounted rate</b>	
	<b>Single</b>	<b>Double</b>	<b>Single</b>	<b>Double</b>
Superior King	200	240	120	160
Superior Twin	240	240	160	160
Executive suite	420	460	320	350

**ELEVATE SUITES**

	<b>Normal rate</b>	<b>Discounted rate</b>
Standard room	120	100
Deluxe room	140	110
Suite room	180	140

**UBUMWE GRANDE HOTEL**

	<b>Normal rate</b>	<b>Discounted rate</b>
Standard room	190	150
Deluxe	220	170
Junior Suite	250	210
Apartment	300	250

**NB: All hotel rates are in United States dollars. Please make sure during the booking you mention you are attending the symposium in May and the discount granted must apply.**