



IMPORTANT INFORMATION- PLEASE READ CAREFULLY

We would like to already welcome you to the Land of a Thousand Hills! The following information is provided to help you have the best experience in Rwanda on the occasion of the 6<sup>th</sup> Great Lakes Regional Training Program in International Humanitarian Law and Human Rights that will be held on 9-15 December 2018.

You are strongly urged to print out this document in order to keep it with you at all time during your travel and stay in Rwanda.

In this regard, please note the following:

ENTRY INTO RWANDA

• YOUR TRIP:



1. Except those whose tickets have been bought by the organization, you are responsible for planning your trip. Please plan to arrive in Kigali **not later than Sunday 9 December 2018 at 15:00 and to depart on 15 December not later 10:00**. Those who will not be able to respect this schedule without informing the coordination will be responsible of their own transportation from the airport or Nyabugogo Central Station to their hotel and vice-versa
2. Participants wishing to arrive in Kigali before 9 December, and stay in Rwanda after Saturday, 15 December are free to do so, but will be responsible for their accommodation, food and transportation to the airport or to Nyabugogo Central station.

• VISA:



3. **Burundians, Congolese, Kenyans, Ugandans and Tanzanians nationals are allowed to enter Rwanda without paying visa fees.** However, you must have a valid passport or relevant travel document to cross the border.
4. **Nationals of all other countries will obtain their visa at their first entry point of into Rwanda.** If applicable, visa fees (30 USD) will be paid cash or by a card.
5. *In order to avoid any inconvenience, please inquire with the relevant authorities in your country to make sure that you have the necessary travel document.*
6. Those coming from the DRC can acquire a short stay travel document at the migration office (DGM) at the border. To do this, you must have a passport-size photo and be able to pay ad hoc fees (between \$ 5 and \$ 10). Please avoid to reach the border at late hours as you may find some services closed.
7. When crossing the border to Rwanda, you may have to fill in a form before they put an entry stamp in your travel document. *It is advisable to carry a pen with you to avoid unnecessary delays.*

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- HEALTH:

8. Although, no vaccination card is required for Burundians, Congolese, Kenyans, Ugandans and Tanzanians nationals to enter the Rwandan territory, it is advisable to have a Yellow Fever Vaccination card before starting your trip.
9. Nationals of other countries should check with the Embassy of Rwanda in their respective countries to know which vaccination card is required before travelling to Rwanda. You may also check with this with the Directorate General of Migration through the website mentioned above.
10. As part of purely preventive measures against Ebola, please be informed that a possible temperature taking of your body by a laser thermometer may be done before entering the Rwandan territory. It is a routine operation practiced on everyone. Please abide by the procedure.
11. **If you suffer from one or more chronic diseases, we advise you to have enough medicines with you** because, otherwise, you may not find the same medicines in Rwanda without a medical prescription. More importantly, we will not take care of your health care during the program. *Participants who wish to do so are encouraged to take health insurance of their choice, at their own expense, before traveling.*
12. iPeace and CCGL will not be responsible for an accident or any other act not resulting from their fault or attributable to one of their respective agents.
13. It is important to remember that plastic bags are not allowed in Rwanda. Please do not carry them in your luggage. Usually, a check is performed at the first entry point into Rwanda.

## ARRIVAL IN KIGALI

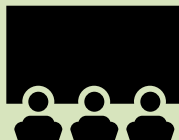


- PRACTICAL ARRANGEMENTS

14. All participants are expected to arrive in Kigali on Sunday, 9 December 2018 not later than 15:00, except those whose flights are expected late in the evening. A staff of the organizing team will be at Kigali International Airport or at **Nyabugogo Central Station** to welcome you. Since we are expecting more than 110 people on the same day, it is very important that those traveling by road plan to arrive earlier (before 15:00 as much as possible) and thus avoid long hours of waiting due to traffic jams at peak time (usually between 17:00 and 20:00).
15. To make it easier for the organizing team, we strongly recommend that you travel in a group and call or send an ordinary text message or WhatsApp at + 250-785-501-118; + 250-782207121 or +250-785 121-189; **as soon as you board the plane or the bus that will take you to Kigali.** Please tell the person you call the **time of departure** of your bus **and the probable time of arrival, the name of the transport company** you are travelling with and the number of passengers involved (those travelling with you for the purpose of this programme). If you choose not to comply with this requirement, you therefore accept the risk of not finding anyone immediately at your arrival. As a result, you may have to wait longer
16. Land borders of some countries neighbouring Rwanda close at different time between 18:00 and 22:00. In case you are travelling by road, please **make sure you reach the border post as early as possible (preferably at 10:30 am the latest) to avoid any inconvenience.** If you encounter any difficulties that could jeopardize your participation in the program, please call one of the above numbers **immediately** before it is too late.

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- VENUE OF THE PROGRAM

17. The activities of the 6<sup>th</sup> edition will be held at the **Université Libre de Kigali (ULK)** in the Gisozi district. However, the international conference on 10 December will take place in **Kigali Marriott Hotel** whereas the final and closing ceremony will be held in one of the courtrooms of the **Supreme Court** of Rwanda.



- ACCOMMODATION:

- **Students**

18. All students will be accommodated at the **Saint Paul Guest House** in the heart of the city of Kigali. It is a 10-minute drive from Nyabugogo Central Station. *From the central station, if you want to get to this place by using public transport, you can expect to spend between approximately 400 Frw per motorcycle taxi and 3000 Frw per car taxi (on average 0.5 \$ and 4 \$ respectively).*
19. Each student will have his own bed. However, to encourage social cohesion, expect to share a room with a same-sex peer from your team or from another university.
20. Breakfast will be served at your guest house every morning. Additional information related to your lunch and dinner will be communicated upon your arrival during the briefing session. In principle, each meal will be accompanied by a soft drink or water.

- **Coaches**

21. All coaches will be accommodated at **La Posh Hotel** in downtown Kigali. This hotel is located 15-minute drive from Nyabugogo Central Station. *From the central station, if you want to get to your hotel using public transport you can expect to spend between approximately 500 Frw by motorcycle taxi and 5,000 Frw by a private 4-seat taxi (on average \$ 0.5 and \$ 7 respectively).*
22. For those arriving by plane, the hotel will organise a free pick up shuttle for you. You must therefore communicate the time of your arrival and the name of your transport company. From Kigali International Airport, it takes 20 to 30 minutes to get to La Posh Hotel for an average cost of 10,000 Frw by taxi.
23. Breakfast will be served at the hotel. You will receive more information related to your lunch and dinner upon your arrival. Each meal will normally be accompanied by a soft drink or water. Nevertheless, feel free to buy any drinks of your choice at your cost.

- **Invited experts**

24. All guest experts will be accommodated at **Galaxy Hotel** located in Kiyovu. This hotel are located at a 25-minute drive distance from Kigali International Airport and 10 minutes from Nyabugogo Central Station.
25. A member of the organizing committee will be at the airport to welcome those traveling by air. Please communicate any changes regarding your arrival time, if any.
26. From the airport, if you want to return to your apartment by taxi, be ready to pay an average of 15,000 Frw. *From Nyabugogogo Central Station, if you want to get to your accommodation using public transport you can expect to spend between about 500 Frw by motorcycle taxi and 5,000 Frw for a car taxi (average \$ 0.5 and \$ 7 respectively).*
27. Breakfast will be served at the hotel. You will receive more information related to your lunch and dinner upon your arrival. Each meal will normally be accompanied by a soft drink or water. Nevertheless, feel free to buy any drinks of your choice at your cost.

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- CURRENCY



28. As a general rule, transactions in Rwanda are exclusively in the local currency, the Rwandan franc (Frw). So please get them from your first point of entry into Rwanda.
29. You can find forex bureaus around the central bus station or at the airport. The current average rate is 1 USD = 890 Frw and 1 € = 1,010 Frw. If you find that the rate applied is substantially lower, we advise you to change just a small amount that will be used before you arrive in downtown Kigali where rates are generally better.
30. If you hold one of the major credit cards (Visa or MasterCard), you could withdraw money in local currency directly from the ATMs that are everywhere in the city. Also, please be informed that some shops, stores and restaurants accept payment by card. Which saves you foreign exchange and/or withdrawal fees.
31. It is a practice with forex bureaus that small denominations (1, 5, 10, and 20 notes) are worth less than big ones (50 and 100 banknotes). For this, do not be surprised that for small denominations, regardless of the total amount you intend to change, the rate is relatively lower. There are several exchange offices throughout the city. Please be advised that most of them close before 19.00, except at the airport. We recommend the forex bureau located in 15 meters from La Post Hotel.

- CLIMATE



32. Although Rwanda is only two degrees south of Ecuador, the high altitude makes its climate temperate. **The average daytime temperature in Kigali is around 24° C. Temperatures drop slightly in the night. We advise you to bring a light sweater.**
33. As the program will take place during the rainy season, we therefore strongly recommend bringing an umbrella and/or a raincoat.

- DRESS CODE



34. During the program, it is expected that participants have to dress decently.
35. **During pleadings, students are required to put on the attire used by lawyers in their own countries when appearing before courts. This means that, each French-speaking student must be in gown. Any English-speaking student must be in black suit, white shirt and black tie. Women are exempt from the obligation to put on a tie. So be sure to find this outfit before traveling. The organization will not be able to provide them in Kigali.**
36. **For the conference on 10 December, the dressing code is executive.**
37. **For the cultural evening on 10 December 2018, traditional attire is strongly recommended. Participants will be given 30 minutes to go change their clothes after the conference.**
38. **For the Gala Dinner on Thursday 13 December, the tenue de ville dress code is required.**

- TELEPHONE, INTERNET AND ELECTRONICS:



39. There are two mobile operators in Rwanda: MTN and Airtel. You can buy a new sim card upon your arrival in Kigali to keep in touch with your friends and family. *However, please check with your operator if roaming services are not offered in Rwanda and conditions that are applied.* Beware that obtaining a SIM card in Rwanda is done after the registration of the user in the national database. This will require you to have a valid passport or travel document.
40. During the program, **you will probably have very limited access to the internet** even though the organization will try to arrange a computer connected to the internet available to all participants. This will be confirmed upon your arrival.
41. Regarding the charge of your phones or laptops, it should be noted that most of the electrical outlets in Rwanda are of the European type (2 horizontal round dots - picture left). But it is also possible - albeit rare - to find wall plugs of the British type (3 flat points aligned in the shape of a triangle - image on the right).



- LOCAL TRANSPORT :



42. There will be three buses (32-seat), which will take the coaches, experts and students from their respective hotels to the program venue. *The bus schedule will be communicated each time the day before.*
43. If you miss your bus – what we strongly advise you not to – you may use a moto taxi or a cab at your own costs. Moto taxis are generally safe in Rwanda. You may want to download the SafeMotos Apps to help you have predictable prices and safer moto rides around Kigali.

- CERTIFICATE



44. At the end, each student who has diligently participated in all the activities of the programme will receive a certificate of participation.
45. For additional information, do not hesitate to contact us by sending an email to [concours.grandslacs@gmail.com](mailto:concours.grandslacs@gmail.com)

- CONTACT



Any complaints or praise should be directly communicated to one of the members of the coordination team. They will be introduced to you at the beginning of activities. To contact the coordination team, please dial one of the following numbers:

- **+250-785-501-118** (French, English, Kiswahili, Lingala, Kinyarwanda and Kirundi)
- **+ 250-782207121**(French, English, Kiswahili, and Kinyarwanda) or
- **+250-785 121-189** (French and Kiswahili)

You may also use WhatsApp to communicate through the same numbers above.

Or send an email to [concours.grandslacs@gmail.com](mailto:concours.grandslacs@gmail.com).

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