**BIOPAMA IMET Training Workshop**

**Kigali, Rwanda**

**Conference Participant Guide**

Thank you for confirming your participation at the BIOPAMA IMET Training Workshop, Kigali, Rwanda. To guide you through the workshop that will take place on the **4th, 5th and 6th February 2020,** we have assembled the information below.

1. **FLIGHT**

Electronic tickets have been sent via e-mail. We would like to request participants to arrive on time for their flights to avoid missing flights: the **official international check-in time is 2 hours before departure**. If you experience any problems related to your flight please get in touch with Evelyn Chivero on +27 74 917 1186

**CHANGE OF RESERVATION ON THE TICKET**

Any costs for changes related to itinerary changes or due to missing a flight will **NOT** be incurred by the organizers or sponsors.

1. **ACCOMMODATION**

Your accommodation in Kigali has been booked at **ONOMO Hotels, Kigali**,

The address of the hotel is:

**ONOMO Hotels**

**Kn 1 Avenue Nyarugenge District**

**P.O Box 1437**

**Kigali,**

**Rwanda**

|  |
| --- |
|  |

**Telephone:** M: (+250) 782 031 003 | T: (+250) 252 554 700

**Email** - sales.kigali@onomohotel.com

[www.onomohotel.com](http://www.onomohotel.com/)

Contact person is; **Ivan Twine**

1. **MEALS**

Teas, snacks and lunch on the days of the workshop (**4th, 5th and 6th**) are included for all delegates attending the BIOPAMA IMET Training workshop. If your flight is on **7th February**, breakfast on that morning is also included.

1. **DAILY SUBSITENCE ALLOWANCE (DSA)**

During the BIOPAMA IMET Training workshop, delegates will be provided with an allowance for dinner and incidentals per overnight stay for the duration of the meeting. **IUCN does not sponsor alcohol, gratuities, room service, telephone, laundry services or incidental purchases. All of these must be paid for in cash when purchased and may not be charged to the room account.** Please ensure that you bring your **boarding pass** and hand it in on 4th of February together with receipts requiring reimbursement, such as in-country airport transport**.** The allowance and reimbursements will be paid in USD.

* **Other Costs**

Please note that other eligible costs incurred due to this meeting will only be reimbursed on the receipt of a valid invoice/receipt. **Please note that Government vehicles will not be reimbursed**.

1. **AIRPORT TRANSFERS:**

Transfers from Kigali International Airport will be arranged with **ONOMO Hotel**, according to delegate’s itinerary. There will have a board with delegate’s name, IUCN logo or ONOMO Hotel sign. If you use your own vehicle to get to the airport, please bring a google map printout of the route and distance covered, and you will be reimbursed according to the IUCN country rate**.**

1. **IN-COUNTRY AIRPORT TRANSFERS**

Please be advised that in-country airport transfers will only be reimbursed on receipt of a valid

Invoice/receipt. Please bring this receipt as well as your flight **boarding pass** to registration on the first morning on 4th February.

1. **Other costs**

Extra costs incurred such as additional **meals, telephone bill, laundry, alcohol, massages, all tips and other costs will be the responsibility of the participant and must be settled when purchased.**

1. **INTERNET**

Wireless internet is available in rooms and in all public places and is complimentary for residents.

1. **EXCHANGE RATE**

1 USD = 929.52 RWF approximately. **Please note the exchange rate is subject to change.**  Currency exchange is offered by most hotels or banks and Forex bureaus.

**CREDIT CARDS:** Major credit cards are accepted in most hotels in the city.

1. **WEATHER**

**Dress Code:** Business Casual

The month of February in Rwanda tends to be very hot, so please bring appropriate clothing to accommodate the hot weather. There is air conditioning available in the rooms, as well as the conference room.

<https://www.accuweather.com/en/rw/kigali/293211/february-weather/293211?year=2020>

1. **VISAS**

Participants who need an entry visa are requested to apply for it with a valid passport and the required additional documents at the nearest Rwanda High Commission. Please consult the nearest Rwandan Embassy or visit: <https://www.visas-rwanda.com/> **Most countries in the region can get a visa on arrival, so please check this for your country and make the necessary arrangements beforehand.**

All delegates are required to make their own visa travel arrangements, It is important that participants make necessary visa arrangements before travelling. The e-Visa takes 4 - 5 working days to process.

For **reimbursement of the visa fee**, please bring a valid receipt to registration on the first morning.

1. **ELECTRICITY:**

In Rwanda, the standard voltage is 230 V and the frequency is 50 Hz. You can use your electric appliances in Rwanda, if the standard voltage in your country is in between 220 - 240 V. Please see an example of the plugs used below:



For more information please visit: <https://www.power-plugs-sockets.com/rwanda/>

1. **WORKSHOP PREPARATION**

**Please don’t forget to bring your laptop with you, as these will be needed for the practical workshop sessions. In preparation for the workshop, please download the IMET tool here:**

1. **SECURITY**

The meeting venue and hotel location is relatively secure however; you are advised to take precautions by being vigilant and avoiding walking alone at night. Always ensure that your property is in a secure place.

1. **IMPORTANT HEALTH NOTICE**

The CDC recommends that most visitors get vaccines for Hepatitis A, Malaria and Typhoid. For other health information, please visit the [CDC website](https://wwwnc.cdc.gov/travel/destinations/traveler/none/rwanda). We recommend that participants should be up to date on routine vaccinations while traveling to any destination and take necessary prescription medicine to prevent Malaria.

* **Emergency Contacts:**

Emergency numbers for Rwanda - Police is 999, Emergency - 112.

However, the following staff members can be reached in case of any emergency,

|  |  |
| --- | --- |
| **Name** | **Cell phone** |
| Sue Snyman (Senior Programme Officer) | +27 71 881 8880 |
| Tanya Merceron (Coordonnatrice Régionale BIOPAMA) | +221 77 562 27 99 |
| Dede Amah ((Technical assistant BIOPAMA) | +221 77 672 30 66 |
| Jean Paul Ntungane ( Action Component Project Officer) | +250788740215 |
| Evelyn Chivero (Programme Administrator) | +27 74 917 1186 |

Please do not hesitate to contact Evelyn for any help and/or clarification on logistical issues on Telephone +27 74 917 1186 or +27 12 342 8304-6

Email: evelyn.chivero@iucn.org

We look forward to welcoming you to the workshop in Kigali, Rwanda.

***Disclaimer:*** *IUCN disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants should secure international medical, accident and travel insurances for the period of participation prior to departure.*