General Information Note

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1. Conference Venue

The Sub Saharan Africa Regional Ministerial Conference on Education Post-2015 will take place at Kigali Serena Hotel from 9 to 11 February 2015.

Kigali Serena Hotel will also host the official dinners of 9 and 10 February, as foreseen in the Conference Agenda.

Kigali Serena Hotel will accommodate Ministers and Heads of Delegation, senior officials sponsored by the Conference organizers will be accommodated at Hôtel des Mille Collines by Kempinski, while other delegates and participants will be hosted at other hotels (please refer to the section ‘Accommodation’).

Please find below the details of Kigali Serena Hotel:

Physical Address: KN 3 Ave  
P. O. Box 7469, Kigali, Rwanda  
Tel:+(250) 252 597100 or 788 184500  
Fax:+(250) 252 597101  
E-mail: kigali@serena.co.rw  
Website link: www.serenahotels.com

2. Registration

Member State delegations have already registered for the Conference so no further action is required.

All other participants are requested to submit the online registration form to be found at the following link: https://www.surveymonkey.com/s/D6XTMLG by Wednesday 28 January at the latest.

Doubts, questions and requests for clarifications regarding the registration process can be addressed to the Conference Secretariat via email at EFA_Africa2015@unesco.org

On the days of the conference, participants are expected to collect their delegates package, which includes the badge necessary to access the venue, at the registration desks available all day on Sunday at Kigali Serena Hotel and Hôtel des Mille Collines by Kempinski. Participants lodged at other hotels will be able to collect their packages and register on Monday 9 February from 8:00 to 9:00.
3. Travel arrangement and Visa

The Conference Organizers will cover travel and accommodation expenses of two delegates per Member State. All other participants shall arrange and cover the costs of their travel to attend the Conference (air tickets, visa, local transport, etc.).

As the Conference is scheduled to start on Monday 9 February at 9:00 and terminate on Wednesday 11 February at 12:00, participants should plan to arrive in Kigali on Sunday 8 February and leave after the closing of the Conference on Wednesday 11 February.

Participants should ensure that their passport is valid for at least 6 months from their travel dates. Participants from East African Countries do not need a Visa. Participants from other African Countries will be issued with a visa upon arrival at any Rwandan Entry point.

Details on visa requirements and application process for all nationalities are available on the Migration website: https://www.migration.gov.rw/index.php?id=13. The type of visa requested should be tourist visa T6-Conference.

Should support from the organizers be needed, please inform the Conference Secretariat at EFA_Africa2015@unesco.org as soon as possible.

4. Accommodation

The Conference Organizers shall make arrangements concerning accommodation for two delegates per Member State. Ministers/Heads of Delegation will be accommodated at Kigali Serena Hotel, while the senior officials sponsored by the Conference Organizers will be lodged at Hôtel des Mille Collines by Kempinski. UNESCO will cover costs of accommodation and meals only. Any other personal expenses (e.g. telephone, fax, mini-bar and laundry) incurred by the participant or his/her companion(s) should be cleared directly with the hotel upon check-out.

All other participants, including the delegates from Member States not sponsored by the Conference Organizers, shall make independent arrangements for their accommodation.
Here is a list of hotels which have granted preferential rates to Conference participants with their contact:

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Rate (B&amp;B)</th>
<th>Contact for booking</th>
</tr>
</thead>
</table>
| **Lemigo Hotel**                   | 159 USD    | Reception: + 250 784 040 924 + 250 280 300 003 + 250 280 300 005  
+ 250 784 040 924 + 250 280 300 003 + 250 784 040 924 + 250 280 300 005  
Email: reservation@lemigohotel.com |
| Boulevard de l’Umuganda, Rugando, Kimihurura KG 622 St |            |                                                          |
| **Grand Legacy Hotel**             | 160 USD    | Reception: + 250 788 303 483 + 250 804 080 80 + 250 727 000 978  
Email: reservation@grandlegacy.rw |
| African Union Avenue KG 173 St, Remera |            |                                                          |
| **Umubano Hotel Kigali**           | 120 USD    | Reception: + 250 252 59 35 00  
Email: reservations@umubanohotel.rw |
| Boulevard de l’Umuganda            |            |                                                          |
| **Urban by City Blue Hotel**       | 130 USD    | Reception: + 250 787 811 111 + 250 733 510 510  
Email: Reservations.rw@citybluehotels.com  
Urban.kigali@citybluehotels.com |
| Kiyovu, KN 51 St.                  |            |                                                          |
| **Gorillas Hotel Nyarutarama**     | 175 USD    | Reception: + 250 788174000 + 250 78 820 05 00  
Email: reservation@gorillashotels.com |
| Nyarutarama KG9 Av, KG 274 St      |            |                                                          |
| **Hill View Hotel**                | 100 USD    | Reception: + 250 783 462 500  
Email: reservation@hillviewhotelrwanda.com |
| Kiyovu KN 26 St                    |            |                                                          |
| **Sports view Hotel**              | 80 USD     | Reception: + 250 788 301 109 + 250 788 301 003  
Email: booking@sportsviewhotelrwanda.com |
| African Union Avenue KG 173 St, Remera |            |                                                          |
| **Hotel Le Garni du Centre**       | 145 USD    | Reception: + 250 252 572 654 + 250 252 571 274  
Email: hotelgarnikigalirwanda@gmail.com |
| Kiyovu, KN 6, Avenue 3             |            |                                                          |
5. Meals

During the Conference on 9-11 February, the Ministry of Education, Rwanda will host an international buffet lunch and refreshments during coffee breaks for all participants.

All participants are invited to an international welcome Dinner Reception hosted by the UNESCO Director-General on the evening of 9 February 2014, and also to the Rwandan Cultural Evening hosted by the Ministry of Education, Rwanda, on the evening of 10 February 2014.

For the two Delegates sponsored by the Conference Organizers, dinner will be arranged at the respective hotels on the evening of 8 February, as well as on the evening of 11 February if the participant’s flight is scheduled for 12 February.

Participants with dietary requirements are requested to inform the Conference Secretariat via the registration form.

6. Computer and Communication

Participants are requested to bring a notebook computer for their own use during the Conference. Free wireless internet services will be provided during the Conference at Kigali Serena Hotel.

At the Conference, a Business center with a limited number of computers will be available for participants’ use at a fee.

For other official communication costs (international phone call, fax), please check telephone service charges with the hotel before use as participants shall pay these costs to the hotel directly before or upon check-out.

7. Transportation

a. International travel

The two delegates per Member State sponsored by the Conference organizers will be provided with the most direct and economical return air tickets to Kigali.

All other participants are expected to arrange their transportation to Kigali. Participants should arrive in Kigali on Sunday 8 February and depart on Wednesday 11 February in the afternoon or on Thursday 12 February, depending on availability of flights.

RwandAir, the National Courier of the Republic of Rwanda, will offer 15% discount on available fares within its network to all participants. The tour code to be used for booking is “DGSSEM15”. Bookings can be made on the RwandAir website (www.rwandair.com), by e-mail (reservations@rwandair.com) or by phone (+250 738 177 000).
The Conference organizers will provide transport on departure and arrival for delegates sponsored by the Conference organizers and for all participants staying at the hotels recommended under section 4 ‘Accommodation’. On Sunday 8 February, a dedicated shuttle bus will be stationed at the Kigali airport and leave for the hotels every 20 minutes from 6:00 to midnight, except for Heads of Delegation who will receive an individualized service to their Hotel. On Sunday 8 February, Mr. John Niyibizi will be coordinating transport and can be contacted at the following number: (+250) 788 357 511.

b. Transport in Kigali

The Conference organizers will provide transport from the recommended hotels (see section 4 ‘Accommodation’) to the Conference venue Kigali Serena Hotel on Monday 9 February, Tuesday 10 February and Wednesday 11 February.

8. Climate

Kigali has a cool climate. The weather gets chilly during evenings and participants are advised to carry some warm clothes for the evenings. Meeting rooms are fully air-conditioned. For more information on the weather forecast, please visit: http://www.bbc.com/weather/202061

9. Currency Exchange

The currency of Rwanda is Rwandan Franc (RWF). The commercial exchange rate is subject to change on a daily basis. There are banks and licenced currency exchange bureaux located at the airport and in the City. You may exchange from the hotel cashier as well. For more information on currency exchange rate, please visit: http://www.xe.com/

10. Electricity

The voltage used in Rwanda is 220 V. Type A electrical plugs (two flat parallel pins), Type C electrical plug (two-pin unearthed plug), and a combination of Type A and C electrical plugs are used in Rwanda. You are advised to bring a universal adapter/converter as necessary.
11. **Contact Information**

For more information or any enquiry related to the Conference, you may contact the Conference Secretariat at EFA_Africa2015@unesco.org or

<table>
<thead>
<tr>
<th>UNESCO</th>
<th>Ministry of Education, Rwanda</th>
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<tbody>
<tr>
<td>Paul Mpayimana, UNESCO Kigali</td>
<td>Emmanuel Muvunyi</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:p.mpayimana@unesco.org">p.mpayimana@unesco.org</a></td>
<td>E-mail: <a href="mailto:emuvunyi@sfar.gov.rw">emuvunyi@sfar.gov.rw</a></td>
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<tr>
<td>Tel: (+250) 782 780 043</td>
<td>Tel: (+250) 788 306 690</td>
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<tr>
<td>Michela Pagano, UNESCO Nairobi</td>
<td>Fred Mugisha</td>
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<tr>
<td>E-mail: <a href="mailto:m.pagano@unesco.org">m.pagano@unesco.org</a></td>
<td>E-mail: <a href="mailto:fred.mugisha@yahoo.com">fred.mugisha@yahoo.com</a></td>
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<tr>
<td>Tel: (+254) 20 7621251</td>
<td>Tel: (+250) 788 301 640</td>
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<tr>
<td>Akemi Yonemura, UNESCO Dakar</td>
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<tr>
<td>E-mail: <a href="mailto:a.yonemura@unesco.org">a.yonemura@unesco.org</a></td>
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<tr>
<td>Tel: (+221) 33 864 96 32</td>
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12. **Medical Emergency**

Participants are advised to bring their regular prescribed medication for health care during the Conference.

During the Conference, the Representative of the Ministry of Health, one Medical Doctor and the ambulance are on stand-by at Kigali Central Teaching Hospital, CHUK.

The nearest hospital to the Conference venue is:
**The Kigali Central Teaching Hospital, CHUK** (under the Ministry of Health)
Avenue de la paix, Kigali, Rwanda