



**7th**  
AfHEA Scientific  
Conference  
10-14 March 2025



**7ème**  
Conférence  
Scientifique  
de l'AfHEA  
10-14 Mars 2025



**AFHEA 2025**

# **LOGISTICS NOTE**

**We are delighted to have you join us at The Seventh  
AfHEA Scientific Conference**

**Kigali, Rwanda 10-14 March 2025**

We have put together the following notes to serve as your logistics guide and to give you a good experience as you prepare for the conference.

## Venue

The venue for the 7th AfHEA Conference is the Kigali Convention Center (KCC), known as the premier venue for high-level meetings, incentives, conferences, and exhibitions (MICE). This venue was selected for the AfHEA Conference because of its state-of-the-art facilities, strategic location, and comprehensive amenities that make it an ideal choice for both large conferences and smaller meetings. The directional map to the Kigali Convention Center (KCC) is provided [here](#).

## Official Language(s)

Rwanda has four official languages:

1. **Kinyarwanda** – The national language spoken by almost all Rwandans.
2. **English** – The primary language for business, government, and education.
3. **French** – Historically used in administration and still spoken by some Rwandans.
4. **Swahili** – Widely used in trade and business, especially in East African regional interactions.

## Time Zone

Rwanda follows **Central Africa Time (CAT)** year-round, meaning there is **no daylight saving time** adjustment. When coordinating with other time zones, keep in mind:

- **London (GMT/UTC):** 2 hours behind Rwanda
- **New York (EST/UTC -5):** 7 hours behind Rwanda
- **Paris (CET/UTC +1):** 1 hour behind Rwanda (except during daylight saving time, when it's the same)
- **Nairobi (EAT/UTC +3):** 1 hour ahead of Rwanda

## Registration and Accreditation

As the event approaches, all registered delegates will receive an email containing a QR code, which they must present upon arrival to collect their badges. To streamline the accreditation process, two registration desks (English and French) will be set up at the conference venue. However, participants are strongly encouraged to register online before arrival to fast-track the check-in process. Potential delegates can complete their registration here: [Conference Registration Link](#). Name tags will be provided to all confirmed and accredited participants. These tags will serve as official identification throughout the conference activities.

## Conference Language

The conference language will be English and French. Bilingual Ushers will be on site throughout the conference to assist participants who may need help in either English or French.

## Interpretation

We are pleased to inform all delegates that language interpretation services (English and French) will be available throughout the pre-conference and main conference sessions. To enhance accessibility, we will be providing remote interpretation services. Delegates are encouraged to bring their own earphones to connect to the interpretation system via their mobile devices.

## Visa Information

Rwanda offers Visas from arrival to most countries. The visa fee is \$50 for single entry and free of charge for nationals of countries with which Rwanda has a visa waiver arrangement including Africa Union, Commonwealth, and La Francophonie who enter the country for any valid reason other than employment. For more please visit the [immigration website](#)

We encourage delegates to apply for the visa online, go to [Irembo website](#)

Acquiring visas may take time, so plan accordingly to ensure that you have all required visas issued before your expected travel date. Customs and immigration rules change frequently, so check regularly to make sure you have the most up-to-date information for your trip.

## Special / VIP Delegates

### Ministers

Arriving Ministers will be received by government officials and be guided to the VIP lounge, while immigration is processed, and luggage are retrieved. They will then be escorted to the vehicles that will transport them to the hotels.

### Other VIPs (e.g senior government officials, heads of regional bodies etc)

Upon the VIP's arrival, ushers are prepared to welcome them, assist with immigration and luggage collection, and connect them with their drivers. Holding a placard with the VIP's name, the ushers will wait at the designated location and maintain communication through the group. The driver will provide an update upon reaching the hotel.

## General Delegates

Upon arrival at Kigali International Airport, an usher standing next to a pull-up banner for The Seventh AfHEA Scientific Conference will welcome you. These ushers will assist you with immigration, luggage collection, and transportation to your taxi or hotel shuttle.

## Average Weather in March

Temperature in March 20.6°C | 69.2°F

Temperature in March max 26.9°C | 80.4°F

Temperature in March min 15.7°C | 60.3°F

In Kigali, March typically marks the beginning of the long rainy season. During this month, the city experiences increased rainfall, with averages around 114 mm (4.49 inches) over approximately 15 to 20 days. Despite the frequent rains, temperatures remain warm, with average highs around 26.9°C (80.4°F) and lows near 15.7°C (60.3°F).

## Currency

### Rwandan Franc (RWF)

In case you need to withdraw money in Rwandan Francs (RWF), there is an ATM outside the airport. You can ask the usher for directions to both the ATM and the Forex exchange bureau. Note that the exchange rates vary and you can check the rates via the link: <https://www.bnr.rw/exchangeRate>.

At the event venue – KCC, we also have ATMs available. They are located in front of Ad7.

## Health-related Travel Requirements

Delegates are encouraged to ensure that they carry along their Yellow Fever vaccination cards with them to avoid the possibility of being detained at the airport.

- **Health and Safety**

A 24/7 Health and Safety Center will be available on-site in the medical room near the AD9 room to assist with any safety, security, or health concerns during the event. Note that individuals are responsible for their health and can attend any private or public health desk or center. Local Emergencies: 112

## Event Program

The five days for The Seventh AfHEA Event:

- 10th to 11th: [Pre-conference events](#) & Opening ceremony
- 12th to 14th: Plenary sessions and Break-out sessions

For a detailed event program, please feel free to check the conference program schedule here: [Programs \(English\)](#)

## Accommodation

A list of suitable negotiated Hotels are provided on the conference website. Participants are encouraged to choose from the hotel list for easy coordination of transportation and security. Please note that hotels are getting booked quickly so we encourage you to book your hotel as soon as possible using the following link: <https://afhea.org/afhea-2025-conference-accomodation/>.

## Transportation: Venue – Hotel Transfer

Necessary transportation services have been arranged to convey delegates from their hotels to the conference venue and back to the hotels during the conference. Delegates are required to keep in mind the pick-up and drop-off time and plan their movement accordingly.

- **Taxi:**

Taxis are available 24 hours a day at Kigali International Airport. They are mostly white with a horizontal strip of color. Most taxis do not have meters, so it is important to negotiate the fare with the driver before entering the vehicle. The official rate from the airport to the hotel is around RWF 20-25 USD. Additionally, ATAK Taxis are painted in sky blue and available 24/7 at designated taxi ranks outside the arrival gate.

For a more modern option, Volkswagen Mobility Solutions (MOVE) taxis are also available 24/7 at the designated taxi/cab ranks outside the arrival area. To connect with Yego Cabs, you can dial 9191 from any local phone.

#### • **Ride-Share Services:**

While Uber is not available in Rwanda, there are a few alternatives. One of the most popular options is Volkswagen Mobility Solutions (MOVE). The majority of MOVE drivers speak English, and the cars are generally newer. However, this app requires a local Rwandan phone number, and availability can be limited. Depending on your location and the time of day, pickup wait times may reach 30-45 minutes during peak hours.

Another option is the Yego Rwanda taxi app, known as Yego Moto. This app allows you to hail both regular taxis and motorbike taxis, so be sure to adjust your rideshare settings accordingly. Yego Moto tends to have more vehicles available compared to MOVE, but most drivers do not speak English.

## Communication

Upon arrival at the terminal, there are desks outside for telecommunications companies MTN and Airtel. You can get a SIM card for free and purchase airtime to activate it.

Internet services are provided in all the hotels listed on the conference websites and many other hotels and guest houses in Kigali. Internet service (Wi-Fi) will be provided throughout the conference venue.

## Conference Meals

Lunch and coffee breaks would be made available in keeping with the schedule of the pre-conference sessions and the main conference sessions.

## Security

Rwanda is safe, and you can walk freely during the day and night. In case of emergencies, you can contact the following services:

- **Police:** Dial **112**
- **Fire Brigade:** Dial **111**
- **Ambulance:** Dial **912**

These numbers are toll-free and available 24/7.

## Local Culture & Etiquette

Rwanda has banned plastic bags since 2008 as part of its strong environmental policies. Here are a few key cultural norms and social etiquette points to consider when visiting Rwanda:

- 1. Environmental Consciousness** – Rwanda is one of the cleanest countries in Africa, and the use of plastic bags is strictly prohibited. Visitors should use biodegradable or reusable bags instead.
- 2. Greetings and Respect** – A handshake is the common greeting, often combined with a slight touch on the forearm or shoulder as a sign of respect. When addressing elders or those in authority, using formal titles is appreciated.
- 3. Dress Code** – While casual attire is generally acceptable, dressing modestly is recommended, especially in rural areas and religious sites.
- 4. Public Behavior** – Rwandans value politeness and discretion. Public displays of affection are uncommon, and raising your voice in public can be considered disrespectful.
- 5. Photography** – Always ask for permission before taking photos of people, especially in villages or government buildings.
- 6. Language** – Kinyarwanda is the primary language, though English and French are also spoken. Learning basic greetings in Kinyarwanda (e.g., "Muraho" for hello) is appreciated.
- 7. Genocide Memorial Etiquette** – Rwanda has a tragic history, and visitors to memorial sites should dress appropriately, speak in hushed tones, and show deep respect.

## Networking & Social Events

There will be a gala dinner as part of the 7<sup>th</sup> AfHEA conference activities. The dinner will take place on Thursday, 13 March 2025 at Atelier du Ven. The Gala dinner is the main conference social event that provides opportunity for networking.

## VISIT RWANDA

Kigali, the capital of Rwanda, offers a range of fascinating places to explore, from cultural landmarks to natural beauty. Here are some top places you can visit in Kigali. Here's the link [Visit Rwanda](#)

## Support Desk/Conference Helpline

**Please provide the contact here:**

The Kigali Convention Centre is located at the Kimihurura Roundabout, P.O. Box 6629, Kigali, Rwanda. More details can be found here: [meetings-conventions.com](https://meetings-conventions.com).

## Important Contact Information

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