



Information note for the Kigali Ministerial Conference (7 and 8 October 2015)

This note is intended to give Ministers, experts and other participants in the conference the logistical information they need before arriving in Kigali.

Clarification concerning the dates of the Conference (Serena Hotel)

On October 7, Ministers, experts and other participants are invited to participate in the Symposium which will close the "TVET Week" organized by the Rwanda State Secretariat for TVET. The symposium will be followed by the Ministerial Conference scheduled to take place on October 8.

Three guided tours will be organized on October 9 in the morning.

The Symposium and Conference will be held at the Serena Hotel.

Delegations arriving before October 6 will be able to participate in events organized by the Rwanda State Secretariat for TVET as part of the "TVET Week" and visit the exhibition on TVET held for that purpose.

Delegations must confirm as soon as possible their participation in the Symposium and Conference. No registration will be accepted after Friday, October 2.

Travel and accommodation Conditions

Members of delegations are invited to stay in Kigali from **October 6 to October 9** and, if necessary, until **October 10 in the morning**.

Experts and other invited participants staying at **Gorillas Golf Hotel** will pay a negotiated rate of \$ 150 / day.

Telephone number of the Gorillas Golf Hotel: + 250 788 17 40 00

Ministers will stay at the **Serena Hotel** where the conference will take place. Ministers can choose various types of rooms at the following rates :

- Deluxe Room: \$ 290
- Superior Room: \$ 320
- Junior Suite: \$ 340
- Executive Suite: \$ 425

Telephone number of the Serena Hotel: + 250 252 597 000

ADEA's ICQN-TVSD will cover the costs of travel and accommodation of the country experts (one per country) who drafted the national contribution. ICQN-TVSD will purchase the tickets directly for them. Ivory Coast and Madagascar agreed to come at their own expense.

The organizing committee (Event Management) will make the hotel reservations on demand. Except for the sponsored experts, all other participants must confirm their reservation with their chosen hotel.

The Rwanda Secretariat of State for TVET will organize **a welcome lunch for Ministers on October 7 at the Serena Hotel**. It will also cover lunch on 8 October and the Gala dinner for all participants in the Conference.

Welcome & Visa

All participants will have the opportunity to receive their visas on arrival. This will require that they send a scanned copy of their passport to Marie-Gisèle Angoua Yessoh (marieu1yessoh@gmail.com). They will receive in return a letter that will guarantee their entry into Rwanda which can be used with all concerned entities (e.g. airlines and/or immigration services).

Participants are expected to meet the cost of the visa. It costs **\$ 50** for anyone who is not a citizen of one of the countries of the East African Community. East Africans do need a visa to enter Rwanda.

All participants are also invited to send their flight details/itineraries which will be used to arrange for their pick-up at the airport.

Tours/Visits on October 9

All participants are invited to visit two institutions: (i) the Positivo Factory (at 9:00 AM) which assembles computers for use in education and training in Rwanda and other African countries and (ii) a Business Incubator Center (at 10:15 AM). At 11:30 AM a visit to the Genocide Memorial Center will be arranged. You will need to sign up for the three visits during your registration and by no later than October 2.

Food

While registering by email, please indicate your specific dietary requests (vegetarian dishes, dishes you are allergic to, etc).

Languages of the Conference

The working languages for both the Symposium and the Ministerial Conference will be English and French. Simultaneous interpretation will be provided during the two days.

Arrival in Kigali

The Rwanda Minister of Education will provide transportation from the airport to the hotel and from the hotel to the airport. It is therefore necessary for delegations to provide precise information about their arrival time no later than October 2, 2015.

Weather

The temperature at this time of year will range between 20 ° and 27 ° with frequent showers.

For further information please contact **Eric Niyongabo (+ 250 788 47 63 78)** or **Marie-Gisèle Angoua Yessoh (+ 225 05 62 86 39)**.