145th IPU Assembly
Kigali, Rwanda
11-15 October 2022

Theme: Gender equality and gender-sensitive parliaments as drivers of change for a more resilient and peaceful world.

GENERAL INFORMATION FOR PARTICIPANTS

145 IPU2022 Rwanda

The 145th Assembly and related meetings of the Inter-Parliamentary Union (IPU) will be held at the Kigali Convention Centre in Kigali, Republic of Rwanda, from 11 to 15 October 2022.

Registration and Assembly badges

Delegations are encouraged to register online by Monday, 3 October 2022 at the following address: https://www.ipu.org/event/145th-assembly-and-related-meetings.

Onsite registration will be open on:
- Sunday, 9 October from 09:00 to 18:30;
- Monday, 10 October to Saturday, 15 October from 08:00 to 18:00.
Press and media accreditation

Only confirmed members of the press and media will receive media accreditation. A letter from your media outlet and a copy of your press card should be submitted to press@ipu.org in support of your application.

A Press Centre will be operational from Monday, 10 October to Saturday, 15 October 2022. For all requests, please contact the Communications Team at: press@ipu.org.

The IPU is deeply committed to respecting the privacy of its Members and others we work with. For more information about how the IPU uses its data consult our Privacy Statement.

Accommodation

Participants are required to arrange their own accommodation for their stay in Kigali. The host Parliament has selected several hotels close to the Assembly venue as official hotels. For additional information, please contact 145IPU@parliament.gov.rw.

Participants are required to cover their own accommodation and travel expenses, as well as health/travel insurance and other incidentals.

The booking period will be open from 1 August to 5 October 2022 in the following hotels:

- The Radisson Blu: https://www.radissonhotels.com
- Kigali Marriott Hotel: https://www.marriott.co.uk/hotels/travel/kglm-kigali-marriott-hotel
- Kigali Serena Hotel: kigali@serena.co.rw Phone: +250788184500; +250252597101
- Hotel des Mille Collines: https://www.millecollines.rw Phone: +250788192530
- Park Inn Hotel: https://www.radissonhotels.com/en-us/hotels/park-inn-kigali Phone: +250788 132 500
- Lemigo Hotel: https://www.lemigohotel.com/ E-mail: info@lemigohotel.com Phone: +250788420955; +250738040924
- Gorillas Hotel: http://www.gorillashotels.com/ Email: reservation@gorillashotels.com Phone: +250 (0)788200500
- Onomo Hotel: https://www.onomohotel.com/en/ Email: reservations.kigali@onomohotel.com Phone: +250 252 554 700
- Ubumwe Grande Hotel: ubumwegrandezohotel.com Email: info@theapdl.com Phone: +250 783 744 755
- Grand Legacy Hotel: Email: reservation@gmail.com Phone: +250788 303 483
- Beausejour Hotel: Email: beausejourhotel@yahoo.com/info@beausejourhotel.rw Phone: +250788 388 885
- The Manor Hotel: Email: themanorhotelrwanda@gmail.com Phone: +250786 654 435
- Hotel Chez Lando: Email: info@chezlando.com Phone: +250788 385 300
- Hotel Villa Portofino: Email: reservations@hotellaportofinokigali.com Phone +250 252500555 or +250 788971444
- Kigali Diplomat Hotel: Email: reservations@kigalidiplomatohotel.com Phone: +250782 083 001

To facilitate the booking process, please send confirmation of attendance, the composition of your delegation, including arrival dates and the name of the hotel of your choice, not later than 15 September 2022 to: 145IPU@parliament.gov.rw

Visa formalities

Officials holding a diplomatic or service passport traveling to Rwanda to attend the 145th IPU Assembly will be issued a free visa on arrival.

Free visas on arrival will also be issued to all delegates the attending the 145th Assembly in Kigali Republic of Rwanda, as follows: parliamentarians of all IPU Members registered as delegates to the Assembly, representatives of IPU Observers, members of delegations from international organizations or other agencies invited to attend the Assembly, IPU officials and staff attending the Assembly, Special Guests invited to attend the Assembly, and registered advisors, consultants, secretaries and persons accompanying delegates. For further information on the new Rwandan visa regime, please
Security

The host Parliament will take the necessary measures to ensure the security and safety of all participants and their belongings during the 145th IPU Assembly and in the Republic of Rwanda. In this connection, delegates are requested to wear their 145th IPU Assembly badges AT ALL TIMES, both at the Assembly venue and at all official events to which they are invited.

As part of the security arrangements, all persons and personal items (badges/luggage) will be screened at the entrance of the conference facility.

ID badges will be colour-coded to assist security personnel. All lost badges must be reported immediately to the registration and information desk. Delegates are kindly requested to make their badges available for security checks at the entrance of the Kigali Conference Centre (KCC).

TRANSPORTATION

Arrival and departure

All delegations are requested to provide accurate arrival and departure information (date and time of arrival and departure, as well as flight details) for their delegates to: 145IPUtransport@parliament.gov.rw

There will be a welcome desk for all participants at Kigali International Airport. The host Parliament will provide transport for all delegates upon arrival to their official hotels and for their departure.

Shuttle services will be available from the official hotels to the KCC as well as to all official events for the duration of the Assembly. The schedule will be displayed at the information desk in the Assembly hotels. If your delegation wishes to rent a vehicle, please send your request for a vehicle accredited by the host authorities by email to: 145IPUtransport@parliament.gov.rw.

Insurance

It is recommended that participants take out their own insurance policies against risks. All delegates should also have international health insurance when traveling to Rwanda.

ON-SITE AND OTHER USEFUL INFORMATION

Bilateral meetings

A limited number of rooms will be dedicated to bilateral meetings / closed meetings. Bilateral meeting rooms will be available from 10 to 15 October 2022, and can be reserved for 30-minute slots, according to availability of rooms on a “first-come, first-served” basis. Requests for bilateral meeting rooms will be opened from 1 September and can be addressed to IPU Conference Services at conf-services@ipu.org, with the subject line “145 bilateral meeting request”.

In the Plenary Hall, four in-person interpretation booths have been reserved for Chinese, Japanese, Portuguese and Russian. In the meetings of the Standing Committees and the two Forums (Women and Youth), channels have also been reserved for these languages (remotes simultaneous interpretation on the Interprefy platform). These facilities are provided free of charge and may be used by the interpretation teams for these languages.

The number of additional booths available in the Plenary Hall is very limited. The related costs incurred must be borne by the requesting party. All such requests will be handled on a first-come, first-served basis. For information on reservation and related costs, please email: conf-services@ipu.org.

Internet

Free Wi-Fi is available in all meeting rooms.
Medical services

First-aid services and medical staff will be available at the respective hotels and Assembly venue. All other medical services will be at the participants’ own expense. Please ensure that you have international health insurance. Persons under special medical treatment are advised to bring sufficient medication. The Secretariat of the host Parliament must be informed of specific medical or other indications (dietary needs, allergy, limited mobility) as soon as possible (this information may be included during online registration) so that the necessary precautions or measures can be taken.

There are eight (8) referral hospitals in Rwanda, the main three being in Kigali: University Teaching Hospital of Kigali, The King Faisal Hospital and Rwanda Military Hospital. These three Hospitals will be ready to provide medical services in case of need during the event.

COVID-19 screening on arrival

As part of Government measures to prevent the spread of COVID-19, the following is mandatory upon entry into Rwanda.

Arriving passengers at Kigali International Airport must present a two doses vaccination certificate and a negative rapid antigen test taken 72 hours prior to departure. An additional rapid antigen test will be taken upon arrival.

If required at place of destination departing passengers at Kigali International Airport must present a negative rapid antigen test or PCR test taken 72 hours prior to departure.

Wearing a face mask is no longer mandatory, however people are encouraged to wear masks indoors.

Passengers should complete the Public Health Passenger Locator Form and upload the COVID-19 negative rapid antigen test results. Please see the Public Health Passenger Locator Form link on https://www.rbc.gov.rw/travel/ and https://www.moh.gov.rw.

The following services will also be available at the Assembly venue:

- Banks / currency exchange
- Print on demand service
- Restaurants and cafés
- Travel agency
- PCR / Antigen testing site

OTHER USEFUL INFORMATION

Climate and weather

Temperatures are stable all year round, the average being 26/28 °C

Time

The time in Rwanda is GMT+2.

Electricity supply

The power supply in Rwanda is 220V AC, 50Hz. Electrical sockets are rounded two pronged (EU). Most hotels provide adaptors on request.

Telecommunications

The following Rwandan mobile telecommunication service providers are available:

- MTN
- Airtel

Mobile telephone service companies provide internet via GPRS, 3G and 4G. Cell phone SIM cards are widely available; however, every SIM card user/buyer in Rwanda is expected by law to be registered for activation on presentation of an identification document (ID card or passport). The SIM card can be registered at the point of purchase.
Banking services and currency
Local currency is the Rwandan Franc (RWF). Exchange rates are subject to fluctuation. Average banking hours are from 08:00 to 18:00 from Monday to Friday, and from 08:00 to 15:00 on Saturdays. Banking amenities are available at all commercial banks. Most banks have cash dispensing machines accepting Visa and MasterCard. Foreign exchange facilities are available in all parts of Kigali city.

Most internationally recognized currencies and travellers’ cheques can be exchanged at commercial banks, hotels and at Kigali International Airport. Major credit cards are accepted in most hotels, restaurants and shops.

Plastic bags
As part of an environmental protection policy, plastic bags are not allowed into Rwanda. Passengers entering Kigali International Airport (KIA), or any other border posts with plastic bags are required to discard them. They will be supplied with an environmentally friendly alternative at a cost.

Business and shopping hours
Public offices open from 07:00 to 17:00 from Monday to Friday. The usual business opening hours are from 08:00 to 18:00, Monday to Friday and range between 09:00 to 22:00 on weekends.

SMOKING
Smoking, including electronic cigarettes, is not permitted inside any venue in Rwanda nor in Government of Rwanda and public vehicles. Details of designated areas at the meeting venues will be communicated.

CUSTOMS REGULATIONS
All information on customs is available at http://www.rra.gov.rw/. Phone: +250 788 342 088

NEED MORE INFO ABOUT KIGALI?
Additional information and assistance can be readily obtained from the 145th Assembly Secretariat of the Parliament of Rwanda at:

Telephone : +250788504714/+250788559394
Email : 145IPU@parliament.gov.rw
Website : www.ipurwanda2022.rw

SPECIAL EVENTS

09 October
Reception for the IPU Executive Committee
Venue : KCC
Time : 19:00 – 20:30

11 October
Inaugural Ceremony
Venue : Plenary Hall
Time : 11:00 – 12:30
Reception for Heads of Delegations
Venue : KCC
Time : 21:00 – 22:00

12 October
Luncheon for Speakers of Parliament
Venue : Kigali Marriott Hotel  
Time : 13:15 – 14:15

Reception offered by the President of the Forum of Women Parliamentarians  
Venue : Kigali Serena Hotel  
Time : 19:00 – 21:00

**13 October**  
Evening reserved for Embassy receptions

**14 October**  
Cultural evening  
Venue : KCC  
Time : 19:30 – 21:30