

Conference on “SDGs Implementation in Africa – Reflections on a Three-Year Journey”

11th – 13th June 2019 | Kigali, Rwanda

Venue: KCC, Radisson

LOGISTICS NOTE

Dear Participant,

We are pleased to provide you with the following logistics information for the Conference on “SDGs Implementation in Africa – Reflections on a Three-Year Journey” which will be held from **11th – 13th June 2019** at the Kigali Convention Center, Kigali, Rwanda.

The Conference will be preceded on the 11th and 12th June 2019 by two-days Pre-Conference working sessions during which the Sustainable Development Center for Africa (SDGC/A) will gather more targeted participants to discuss and make commitments in three critical areas for SDGs achievement:

- (i) Enhancing National Monitoring and Reporting Systems and Capacities for SDGs Monitoring and Reporting;
- (ii) Revitalizing National Development Banks for Accelerating Achievement of the SDGs in Africa; and
- (iii) Financing Health, Education and Green Water in Africa

It is expected that these participants will remain to be part of the delegates for the main Conference on the 13th June 2019, during which the outcomes from the Pre-Conference sessions also will be presented.

REGISTRATION

Participants have to complete an individual registration form in full. The information will be used to build a database for the meeting as well as determine the arrival and departure times of participants to ensure sufficient transportation from and to the airport. Please complete and send the registration form via email to conference@sdgcafrica.org.

We kindly ask you to include a passport size photo, a scanned copy of your Passport or ID with your registration form.

MEETING VENUE, DATES AND TIME

The Conference on “**SDGs Implementation in Africa – Reflections on a Three-Year Journey**” will be held at the **Kigali Convention Center (KCC)**.

The Pre-Conference working session on “Enhancing National M&R Systems and Capacities for SDG Monitoring and Reporting” will be held on the **11th June, 2019** in the **MH2**.

The Pre-Conference working session on “Revitalizing National Development Banks for Accelerating Achievement of the SDGs in Africa” will be held on the **11th June, 2019** in the **MH4** with a breakout session that will be held in **AD10**.

The Pre-Conference working session on “Financing Health, Education and Green Water in Africa” will be held on the **12th June, 2019** in the **MH3**.

The Main Conference on “SDGs Implementation in Africa – Reflections on a Three-Year Journey” will be held on **13th June 2019** at the **Radisson Blu - Kigali Convention Center**.

The detailed tentative programs for each session will be provided separately.

ACCOMMODATION

Upon submitting the registration form, participants will have their hotel reservation completed by the Sustainable Development Goals Center for Africa (SDGC/A).

The SDGC/A organizing team has negotiated special conference rates and block booked rooms between 10th – 14th June 2019 in several Kigali Hotels – see table below for Hotel listing and rates;

HOTEL	Rate(USD)
Radisson Blu Hotel radissonblu.com/kigali	170
The Kigali Serena Hotel www.serenahotels.com	165
The Kigali Marriott Hotel www.kigalimarriott.com	200
The Grand Ubumwe Hotel www.ubumwegrandehotel.com	100
The ParkInn Hotel www.parkinn.com/hotel-kigali	100
The Onomo Hotel www.onomohotel.com	100
The Lemigo Hotel www.lemigohotel.com	120

Participants will cover their costs of their accommodation. The negotiated rate per room/night for standard rooms is inclusive of breakfast, taxes and internet access. This rate does not include additional items such as room service, telephone, and laundry which are for participants' own account.

We recommend you to make your hotel room reservation by 10th May 2019 by completing and sending the registration form via email to conference@sdgcafrica.org

Booking requests sent after this date will be based on availability and best available rate.

Standard Hotel Information:

Check In Time: 2:00 pm
Check Out Time: 11:00 am

Group lunch will be provided to all participants and will be covered by the Organizer during the meeting days on 11th to 13th June 2019. However, participants will cover the costs of their individual meals.

HOTEL SHUTTLE SERVICE

The SDGC/A will provide delegates booked outside the Radisson Blu Hotel with a shuttle service between the hotel and the meeting venue on 11th – 13th June 2019.

PASSPORT AND VISA REQUIREMENTS

Please make sure that your passport is valid for the duration of your stay in Rwanda. It is the responsibility of the traveler to obtain and pay for their own visa. Participants requiring a visa are encouraged to obtain it online prior to departure if possible: <https://www.migration.gov.rw/index.php?id=13>. For those obtaining a visa on arrival, kindly print a copy of your letter of invitation to show to immigration.

INSURANCE

Participants are expected to make their own medical insurance arrangements.

A **Yellow Fever vaccine** is a requirement for all persons travelling to Rwanda; you will be required to provide your certificate as proof. Please consult websites such as <http://wwwnc.cdc.gov/travel/destinations/traveler/none/rwanda> , your local port health authority, or your personal doctor for further health advice.

TRAVEL ITINERARY

We ask all participants to send the confirmed itinerary, including arrival times in order to arrange the airport transfers. Change of itinerary for personal reasons after the ticket has been issued will be at the participant's expense. Participants will cover the costs of their air tickets and are requested to send their flight itineraries via email to conference@sdgcafrica.org

ARRIVAL / DEPARTURE INFORMATION

The SDGC/A will provide transfer between Kigali International Airport and the Hotels at the flight arrival and departure, before and after the end of the event.

Kindly update the local organizing team if there are changes in your travel arrangements.

CONFERENCE LANGUAGE

The working language of the conference is English. Simultaneous interpretation will be provided during the meeting. All presentations and information documents related to the conference will be provided in English and French.

NAME AND CONTACT OF ORGANIZERS

Local transport and general requirement on conference venue, hotel and Kigali:

Ms. Mahmouda Hamoud

Procurement and Logistics Manager

The Sustainable Development Goals Center for Africa (SDGC/A)

Office: +250 788 122 300; +250 788 310 004/5

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Further information

Meeting Organizers

The Sustainable Development Goals Center for Africa (SDGC/A)

Office: +250 788 122 300; +250 788 310 004/5

Email: conference@sdgcafrica.org

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Three-Year Journey”**

**11th – 13th June 2019 | Kigali, Rwanda
Venue: KCC, Radisson**

Conference Registration Form

Hotel:

Title (Mr/Ms/Mrs/Prof/Dr):

First Name:

Middle Initial:

Last Name:

Job Title:

Organization name:

Organization address:

City:

State/Province:

Zip/Postal Code:

Country:

Telephone (include country code):

Cellular (include country code):

Email:

Arrival and Departure

Arrival

Airport: Kigali International Airport	Flight number:	Date and time of arrival:
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Departure

Airport: Kigali International Airport	Flight number:	Date and time of departure:
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