



**HUMANITARIAN
ENERGY
CONFERENCE**

Humanitarian Energy Conference

16 May 2022, 08:00-18:30 CAT
Online & in Kigali Marriott Hotel, Rwanda
#HumanitarianEnergy #HEC2022

HEC CHECKLIST FOR IN-PERSON PARTICIPATION

BEFORE YOU LEAVE FOR KIGALI

Fill out this short form to help us facilitate the event for you.	<input type="checkbox"/>
Print and take a copy of the Acknowledgement letter of your registration and bring it with you to Kigali	<input type="checkbox"/>
Fill out the mandatory Passenger Locator Form . Print the confirmation email.	<input type="checkbox"/>
Take a certificate of a negative COVID-19 PCR or Rapid test conducted within 72 hours prior to departure	<input type="checkbox"/>
Be fully vaccinated against COVID-19 to access all venues, restaurants and other locations	<input type="checkbox"/>
Book your accommodation (<i>see recommendation on the logistical information document</i>)	<input type="checkbox"/>
All travellers coming from countries endemic to Yellow Fever are required to produce proof of vaccination at border posts. Delegates without proof of vaccination will be immunized at the airport clinic at a cost of USD 40. More information here .	<input type="checkbox"/>
UN employees must request for TRIP security clearance from UNDSS at least 7 days prior to your travel date. It is required for all official international and in-country travel. You can submit your request here .	<input type="checkbox"/>
Do not bring plastic bags into Rwanda. Passengers entering Kigali International Airport, or any other border posts with plastic bags are required to discard them, and are supplied with an environmentally friendly alternative at a cost ranging between USD 2 - USD 6.	<input type="checkbox"/>
Bring enough masks for the entire duration of your stay	<input type="checkbox"/>
Insert emergency numbers on your phone (<i>see logistical information document</i>)	<input type="checkbox"/>
Take a scanned copy of your passport	<input type="checkbox"/>
Bring an adapter (type C and J) for your electrical devices	<input type="checkbox"/>
It is recommended to bring insect repellent	<input type="checkbox"/>
It is recommended to bring sunscreen (SPF 30)	<input type="checkbox"/>

ON ARRIVAL

Take a mandatory COVID-19 test at the airport on arrival which costs RWF of 57,200 RWF or USD 60 USD. The test can be paid in advance when filling out the Passenger Locator Form or with cash payment at arrival, the balance will be given in Local currency (RWF). If you pay online, please bring a printed copy of the payment confirmation.	<input type="checkbox"/>
Receive a visa upon arrival without prior application. Full details can be found on the website of the Rwanda Directorate General of Immigration and Emigration . The visa fee upon arrival is USD 50. <i>(see Visa information on the logistical information document)</i>	<input type="checkbox"/>
Self-Isolate until the you receive a negative test result for RT-PCR taken on arrival (the turnaround time for results is 24 hours maximum from the time a sample is collected.)	<input type="checkbox"/>

DURING YOUR STAY

Wear a mask when in public	<input type="checkbox"/>
Arrive at the venue by at least 8:00 am to register yourself at the venue and receive your badge	<input type="checkbox"/>
You will need to present a valid Rapid or PCR test taken within 72 hours at the venue during the registration	<input type="checkbox"/>

BEFORE DEPARTURE FROM KIGALI

Departing passengers at Kigali International Airport must present a negative Rapid or PCR test (depending on requirement at destination) taken 72 hours prior to departure.	<input type="checkbox"/>
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