

Thirteenth International Conference on Public Management, Policy, and Development

"Entrepreneurship for Sustainable Development"

Kigali, Rwanda, Eastern Africa • June 23-27, 2024

Terms and Conditions

1. ATTENDEE RESPONSIBILITIES

Attendees are responsible for their air travel into and from Rwanda and for making their hotel arrangements at one of the two contracted hotels (Kigali Marriott Hotel or Four Points by Sheraton Kigali Hotel). The conference is being held at the Kigali Marriott Hotel, KN 3 Avenue, Nyarugenge District, Kigali, Rwanda. The main airport is Kigali International Airport (KGL). Airport transfers can be arranged by contacting your chosen hotel directly.

2. PASSPORTS, VISAS AND TRAVEL PERMIT(S)

All travel documents are the responsibility of the in-person attendee. A valid passport with at least 6 months validity after the date of entry into Rwanda is required. You are responsible for checking with the appropriate consulates and respective authorities as visas and/or vaccinations may be required. A Rwandan visa is required.

- Travelers can obtain a Rwandan visa through the following procedures:
- Obtain a 30-day tourist visa at the port of entry for \$50 (single entry) or \$70 (multiple entry). Credit cards are generally accepted at the Kigali International Airport but are not accepted at some land borders. The U.S. Embassy recommends that travelers arrive at the Kigali International Airport travel with sufficient cash in U.S. dollars to pay for the visa in case credit card transactions are not possible at the time of your arrival. Additional information about this process can be found on the [Rwandan Immigration website](#).
- Obtain 30-day, 90-day, or 10-year tourist visa through the Rwandan Embassy in Washington, D.C. Additional information about this process can be found on the [Rwandan Embassy's website](#).
- **Immunizations:** World Health Organization (WHO) card with yellow fever vaccination if entering from the countries listed on the [Rwandan Immigration website](#).

Since January 1, 2007, all nationals (U.S. and foreign) are required to hold a valid passport to enter or re-entering the United States through airports and seaports. This passport requirement means that birth certificates and other government issued I.D. are no longer an acceptable proof of citizenship. Note that our agents cannot be expected to know all documentation requirements for your trip. No refunds will be entertained for passengers who cannot embark on an aircraft due to incomplete documentation such as lack of passports or visas or affidavits for minors traveling alone or with only one parent. Keep in mind that entry requirements may vary for US-Citizens and Non-US-Citizens. Airport departure and entry fees/taxes are not always included in the airline ticket. This may be required to be paid at your visiting destinations.

3. TRAVEL INSURANCE

Travel insurance is highly recommended. Travel insurance is an optional / not-mandatory item. Such coverage may include trip cancellation, interruption, medical emergency, etc. You are responsible for selecting a travel insurance provider if you desire coverage for your trip. A variety of travel insurance quotes can be found at <http://www.travelinsurance.com/> or <https://www.nomadicmatt.com/travel-blogs/travel-insurance/>

4. PAYMENTS

We accept agency checks and most major credit cards issued in the US and Canada. Please note all prices are reflected in US dollars. The fact that we allow clients to pay in parts is irrelevant to these terms and conditions. The obligation for the client to us is the whole amount of the booking at the time of booking regardless how much of the booking has been paid to us. Cancellation policy apply to those who pay in parts as well, please see CANCELLATIONS.

5. NAME CHANGES

Names on reservations must match the information included in your passport(s). You are responsible for providing us with your legal first and last names as they are shown on your passport. Once your reservation is processed, name changes are NOT allowed. It is the responsibility of the attendee to ensure the accuracy of information supplied.

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6. CANCELLATIONS

A cancellation is defined as the voluntary termination of an entire trip. **You understand the conference package is completely non-refundable.** If you are unable to attend a scheduled tour program within the package no refunds or partial refunds will be provided. If you check in to your hotel a day late due to unforeseen circumstances no partial refunds will be provided. If you miss a transfer due to unforeseen circumstances no partial refunds will be provided.

7. COMPLAINTS AND REFUNDS

Complaints will be handled in a case-by-case basis by our management. Applications for refunds, if permitted, must be made in writing within 30 days of our clients scheduled return and must be accompanied by appropriate documentation evidencing amounts to be refunded. Anything submitted after this time frame will be an automatic denial for refund request. In certain situations, refunds cannot be issued until receiving appropriate verification and approval from our vendors, this process can be lengthy. A resolution can sometimes take between 30 and 90 days. We will not refund any money due to passengers arriving late for check-in. **Passengers should plan to check in 3 hours prior to international flight times and 2 hours prior to regional flight times.** We will not refund monies for dissatisfaction with the conditions of a property, its rooms, facilities, or services. Please take note that the lower the price, the lower the quality. We will not refund monies for tickets that have been lost, stolen, or left at home.

8. RESPONSIBILITY

CIMPAD Inc., 200 Massachusetts Ave, NW, Suite 700, Washington, DC 20001 acts only as agents for the passenger in regards to travel, whether by air, rail, automobile, bus, van, plane, boat, or any other conveyance, and assumes no liability for injury, damage, loss, accident, delay or irregularity, which may be caused due to defect in any vehicle, acts of God, war, riots, or for any company or person involved in conveying the passenger or in carrying out arrangements of the tour. We cannot accept any responsibility for losses or additional expenses due to delay or changes in schedules or other causes such as strikes. All such losses will be the responsibility of the passenger. The right is reserved to make minor adjustments in the itinerary. CIMPAD Inc. is not responsible for any lost or damaged luggage before, during or after the conference program. The right is reserved to decline, to accept, or retain any passenger as a member of the conference program. The issuance of vouchers or tickets shall be deemed to be consent to the above conditions. The services of any IATA or ARC carrier may be used in conjunction with these tours. The passenger's tickets when issued shall constitute the sole contract between the airlines and the purchaser and/or passenger. All rates published in any venue are based on exchange rates and tariffs and are subject to change. All taxes, gratuities and portage charges are subject to deletions, additions, or changes without notice. These items are not covered under the control of CIMPAD Inc., since changes in Government regulations and labor agreements cannot always be anticipated in advance. CIMPAD Inc. is not responsible for any changes initiated by the passenger after departure.

NOT INCLUDED:

- **Health:** Anti-Malaria prescriptions should be arranged prior to departure. For further recommendations on immunizations, we suggest contacting a personal physician.

- **Immunizations:** Rwanda, South Africa and Botswana require a Yellow Fever certificate of immunization only if the traveler is passing through the [yellow fever belt area](#) before entering Rwanda, South Africa or Botswana.

- **Taxes:** Some airport departure or entry taxes are not included in the ticket taxes. Passengers must pay in cash on location.

- **Documentation:** All travel documents are the responsibility of the passenger. A valid passport is required in all cases. U.S. citizens also need a visa when traveling to many different countries, make sure to check which country needs visa before you travel. Some vaccinations may be required.

- **Baggage:** The limit is 44 pounds per person.

- **Additional expenses:** Additional expenses such excess baggage charges, baggage insurance, meals, or items of a personal nature.

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U.S. DEPARTMENT OF STATE:

All participants are encouraged to Sign up for the State Department's free [Smart Traveler Enrollment Program](#) to receive the latest travel updates and information!

By connecting with the State Department on the [Smart Traveler Enrollment Program](#), they will be able to assist you better in the case of an emergency, such as if you lose your passport or it is stolen while you are abroad. The travel and contact information you enter into our [Smart Traveler Enrollment Program](#) will make it easier for consular officers in U.S. embassies and consulates around the world to contact you and your loved ones during an emergency — including situations where your family or friends in the U.S. are having problems trying to contact you with important news.

When you sign up, you will automatically receive the most current information the State Department compiles about the country where you will be traveling or living. You will also receive updates, including [Travel Warnings and Travel Alerts](#) (where appropriate). You only need to sign up once, and then you can add and delete trips from your account based on your current travel plans!

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Quick Facts

PASSPORT VALIDITY: 6 months
BLANK PASSPORT PAGES: One page for entry stamp
TOURIST VISA REQUIRED: Yes

- Travelers can obtain a Rwandan visa through the following procedures:
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- [Immunizations](#): World Health Organization (WHO) card with yellow fever vaccination if entering from the countries listed on the [Rwandan Immigration website](#).

Health & Immunizations:

Please visit the [Embassy's COVID-19 page](#) for more information on COVID-19 in Rwanda.

For emergency services in Rwanda, dial 112 for police, 113 for traffic accidents, or 116 to report abuse by a police officer.

Ambulance services are:

- not widely available and training and availability of emergency responders may be below U.S. standards.
- not equipped with state-of-the-art medical equipment.
- not staffed with trained paramedics and often have little or no medical equipment.

Injured or seriously ill travelers may prefer to take a taxi or private vehicle to the nearest major hospital rather than wait for an ambulance.

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We do not pay medical bills. U.S. Medicare/Medicaid does not apply overseas. Most hospitals and doctors overseas do not accept U.S. health insurance. Healthcare providers require payment in U.S. dollars/Rwandan francs before services are performed.

Medical Insurance: Make sure your health insurance plan provides coverage overseas. Most care providers overseas only accept cash payments. See [our webpage](#) for more information on insurance providers for overseas coverage. Visit the [U.S. Centers for Disease Control and Prevention](#) for more information on type of insurance you should consider before you travel overseas. We strongly recommend supplemental insurance to cover medical evacuation.

Always carry your prescription medication in original packaging, along with your doctor's prescription. Check with the [Rwanda Food and Drugs Authority](#) to ensure the medication is legal in Rwanda. Exercise caution when purchasing medication overseas. Pharmaceuticals, both over the counter and requiring prescription in the United States, are often readily available for purchase with little controls. Counterfeit medication is common and may prove to be ineffective, be the wrong strength, or contain dangerous ingredients. Medication should be purchased in consultation with a medical professional and from reputable establishments.

Air Quality: Visit [AirNow Department of State](#) for information on air quality at U.S. Embassies and Consulates.

Vaccinations: Be up-to-date on all [vaccinations recommended](#) by the CDC. While the CDC does not generally recommend the [yellow fever](#) vaccination for travel to Rwanda, the U.S. Embassy recommends travelers bring proof of yellow fever vaccination. The Rwandan government retains the right to turn travelers without the immunization away, especially if the traveler has visited any of the countries on this [list](#).

The following diseases are prevalent in [Rwanda](#):

- [African Tick-Bite Fever](#)
- [Chikungunya](#)
- [Dengue](#)
- [Hantavirus](#)
- [Hepatitis A](#)
- [Hepatitis B](#)
- [Leptospirosis](#)
- [Malaria](#)
- [Measles](#)
- [Rabies](#)
- [Tuberculosis \(TB\)](#)
- [Typhoid](#)
- [Schistosomiasis](#)
- [Yellow Fever](#)