

11th

ATAF | ATRN ANNUAL CONGRESS

LOGISTICAL NOTE AND USEFUL INFORMATION

Hosted by the Rwanda Revenue Authority (RRA)

22 – 24 SEPT 2026

KIGALI CONVENTION CENTRE,
KIGALI, RWANDA

The African Tax Research Network (ATRN), a platform hosted by the African Tax Administration Forum (ATAF), is pleased to welcome participants to its 11th Annual Congress. This note provides key logistical information to facilitate travel and participation in the event.

01 DATE AND CONGRESS VENUE

The 11th Annual ATRN Congress will be hosted by the Rwanda Revenue Authority (RRA) and the African Tax Administration Forum (ATAF) from 22 – 24 September 2026 at the Kigali Convention Centre, Rwanda.

02 PARTICIPATION AND REGISTRATION

All participants are requested to register online through the link below to facilitate the necessary airport transfers and other logistical arrangements. Registration link: www.atrnafrica.org/2026-atrn-congress.

Deadline for registrations: 04 September 2026

03 ACCOMMODATION & COSTS

Rwanda, Kigali offers a range of hotels to suit your budget and taste at multiple locations around the conference venue. The designated conference hotel is the **Radisson Blu Hotel & Convention Centre, Kigali**. For additional accommodation options, delegates are encouraged to refer to the list of recommended hotels provided at the end of this Logistical Note.

- *Participants will be responsible for booking their own accommodation and related expenses.*
- *Shuttle services to and from the listed hotels to the conference venue will be provided.*
- ***No shuttle services will be provided between the conference venue and any hotel which is not listed.***

04 ENTRY INTO RWANDA – AIRPORT AND VISA

Rwanda is served by Kigali International Airport (KGL), about 5 kilometres from the city centre. It is a modern and well-connected airport serving major airlines, with direct flights to key international hubs in Africa, Europe, and the Middle East.

An entry visa can be applied for online or on arrival for travellers from anywhere in the world. Visa on arrival can be obtained at Kigali International Airport and at all land borders, a service provided by the Directorate General of Immigration and Emigration (DGIE).

Visit the online portal for more information on visa requirements: bit.ly/3QIlqoV

After registration, participants will receive a visa letter which may be required when applying for a visa. Please consult your local Rwandan embassy or consulate regarding visa requirements and apply in advance.

Should you need any assistance, kindly contact:

- **Mr Bosco Rwabukumba:** asiimwebosco.rwabukumba@rra.gov.rw | +250 788 41674

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CURRENCY

The local currency is the Rwandan Franc (RWF), though US dollars are widely accepted in hotels and large businesses. Major credit cards such as Visa and MasterCard are accepted in most hotels, restaurants, and stores.

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TRANSPORTATION

Upon arrival at Kigali International Airport, participants will be received by the ATAF and Rwanda Revenue Authority (RRA) teams. Transport will be provided between the airport, hotels, and the Kigali Convention Centre throughout the conference.

Delegates are encouraged to provide their travel details in advance via the registration platform to ensure smooth transport arrangements.

Kindly share your arrival and departure details with:

- **Ms Judith Gumira:** Judith.Gumira@rra.gov.rw | +250 788 763 204
- **Mr Julius Ngoga:** julius.ngoga@rra.gov.rw | +250 788 213 037
- **Ms Bernadine Kermis:** bkermis@ataftax.org | +27 66 488 0039

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SIMULTANEOUS INTERPRETATION

Simultaneous interpretation services in ATAF's three official languages will be provided for the duration of the ATRN Congress.

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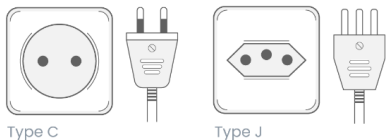
INSURANCE

It is strongly recommended that participants take out adequate cover for health, travel, and private liability insurance.

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POWER PLUG

In Rwanda, power plugs and sockets (outlets) of Type C and Type J are used. The standard voltage is 230V at a frequency of 50Hz.



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WEATHER IN RWANDA

In September, Kigali features mild, pleasant weather with daily high temperatures averaging around 27°C (81°F) and overnight lows of 14–16°C (57–62°F). Early September concludes the long dry season, though the short rainy season typically begins toward the middle of the month.

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TOURIST SITES

Rwanda is an East African gem offering a truly immersive travel experience — from the endangered mountain gorillas of Volcanoes National Park to the tranquil shores of Lake Kivu. For those wanting to explore the city, use this link: rwanda-eguide.org/travel

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PRIMARY CONTACTS FOR THE ATRN CONGRESS

- ATAF – Mr Frank Kalizinje: fkalizinje@ataftax.org | +27 060 716 7532
- ATAF – Ms Bernadine Kermis: bkermis@ataftax.org | +27 66 488 0039
- RRA – Mr Jean Paulin Uwitonze: jeanpaulin.uwitonze@rra.gov.rw | +250 783 099 299
- RRA – Mr Michael Ngabonziza: michael.ngabonziza@rra.gov.rw | +250 788 382 478



Recommended Hotels — Kigali

HOTEL	PRICE PER NIGHT (USD)	CHECK-IN / OUT	TELEPHONE	EMAIL	WEBSITE
Radisson Blu Kigali	Superior Rm: \$180 Executive Rm: \$230 Junior Suite: \$600 Presidential Suite: \$3,000	Check-in: 2:00 PM Check-out: 12:00 PM	+250 788 358 561	adelaide.simbi@radissonblu.com / reservations.kigali@radissonblu.com	www.radissonhotels.com
Movenpick Hotel Kigali	Standard Rm: \$170 Superior Rm: \$200 Deluxe Rm: \$230 Suite: \$400	Check-in: 3:00 PM Check-out: 12:00 PM	+250 788 136 000 / +250 788 597 828	reservation.kigali@movenpick.com / Ninon.MUKARAGE@movenpick.com	all.accor.com
Marriott Hotel	Deluxe Rm Single: \$260 Deluxe Rm Double: \$290	Check-in: 3:00 PM Check-out: 12:00 PM	+250 724 785 065 / +250 222 111 111	Prima.Gatarayiha@marriott.com / kgllmc.ebc@marriott.com	marriott.com/kgllmc
Serena Hotel Kigali	Deluxe Rm: \$150 Superior Rm: \$190 Junior Suite: \$220	Check-in: 2:00 PM Check-out: 12:00 PM	+250 788 184 500	Henry.Bucyana@serenahotels.com / kigali@serenahotels.com	www.serenahotels.com
Ubumwe Grande Hotel	Standard Rm: \$150 Standard Rm Double: \$190 Deluxe Rm: \$170 Junior Suite: \$200 Apartment (1 Rm): \$250	Check-in: 2:00 PM Check-out: 11:00 AM	+250 783 744 768 / +250 722 408 0	reservations@ubumwegrandehotel.com / catherine.kabega@ubumwegrandehotel.com	www.ubumwegrandehotel.com
Lemigo Hotel	Standard Single: \$125 Standard Double: \$165 Deluxe Single: \$150 Deluxe Double: \$190 Executive Single: \$200 Executive Double: \$240 Junior Suite Single: \$250 Junior Suite Double: \$290 Exec. Suite Single: \$300 Exec. Suite Double: \$340 Exec. Apt (1 bed): \$400 Exec. Apt (2 bed): \$500 Presidential Suite: \$2,000	Check-in: 1:00 PM Check-out: 11:00 AM	+250 784 040 924 / +250 780 000 003	reservation@lemigohotel.com / fom@lemigohotel.com	www.lemigohotel.com



HOTEL	PRICE PER NIGHT (USD)	CHECK-IN / OUT	TELEPHONE	EMAIL	WEBSITE
Radisson by Park Inn	Standard Rm: \$130 Superior Rm: \$160 Junior Suite: \$350	Check-in: 2:00 PM Check-out: 12:00 PM	+250 788 132 500 / +250 788 330 503	sales.kigali@parkinn.com / bazilisa.kantengwa@parkinn.com	www.parkinn.com/hotel-kigali
Hotel des Mille Collines	Classic Single: \$160 Classic Double: \$190 Garden View Single: \$185 Garden View Double: \$215 Panorama Single: \$210 Panorama Double: \$240 Junior Suite Single: \$260 Junior Suite Double: \$290 Superior Suite Single: \$360 Superior Suite Double: \$390	Check-in: 2:00 PM Check-out: 12:00 PM	+250 788 192 016/17	reservations@millecollines.rw / groups.events@millecollines.rw / info@millecollines.rw	—
Onomo Hotel	Single Standard: \$100 Double/Twin: \$120 Junior Suite (Double): \$140 Junior Suite (Single): \$120	Check-in: 2:00 PM Check-out: 11:00 AM	+250 252 554 700 / +250 780 724 225	reservations.kigali@onomohotel.com / sales.kigali@onomohotel.com / kigali@onomohotel.com	www.onomohotel.com
The Hut Hotel	Standard Single: \$130 Standard Double: \$150 Premium Single: \$150 Premium Double: \$170 Suite Single: \$200 Suite Double: \$220	Check-in: 2:00 PM Check-out: 12:00 PM	+250 783 419 980 / +250 792 409 006	reservation@thehuthotelrwanda.com	www.thehuthotelrwanda.com
Chez Lando Hotel	Single: \$92 Double: \$143 Twin: \$124 VIP Room: \$237 Suite: \$258	Check-in: 1:00 PM Check-out: 11:00 AM	+250 788 385 300	info@chezlando.com	www.chezlando.com
Grazia Hotel	2-Bedroom Apt: \$260 1-Bedroom Apt w/Kitchen: \$130 Junior Suite: \$130 Superior Double: \$130 Superior Twin: \$150	Check-in: 10:00 AM Check-out: 12:00 PM	+250 788 862 351 / +250 788 501 343	graziaparts@gmail.com	www.graziaapartmenthotel.com



HOTEL	PRICE PER NIGHT (USD)	CHECK-IN / OUT	TELEPHONE	EMAIL	WEBSITE
	Standard: \$100				
Beause Jours Hotel	Standard Rm: \$70	Check-in: 1:30 PM Check-out: 11:00 AM	+250 788 388 885	info@beausejourhotel.rw	www.beausejourhotel.rw
Five to Five Hotel	Standard Single: \$70 Standard Double: \$90 Twin: \$110 Triple: \$130	Check-in: 2:00 PM Check-out: 12:00 PM	+250 784 936 392 / +250 788 676 964	info@fivetofivehotel.com	fivetofivehotel.com