



11th

ATAF | ATRN ANNUAL CONGRESS

Contemporary Taxation Issues in Africa



22-24
Sept 2026



Kigali Convention Center,
Kigali, Rwanda

LOGISTICAL NOTE



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.

1. 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.

2. 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: <https://www.atrnafrica.org/2026-atrn-congress> . **The deadline for registrations is**

04 September 2026.

3. ACCOMMODATION & COSTS

Rwanda 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 on the final page of the Logistical Note.

NOTE:

- a. *Participants will be responsible for booking their own accommodation and related expenses.*
- b. *Please note that shuttle services to and from these hotels listed to the conference venue will be provided.*
- c. **No shuttle** services will be provided between the conference venue and **any other hotel which is not listed below**

4. ENTRY INTO RWANDA - AIRPORT AND VISA

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

In Rwanda, an entry visa can be applied online or upon arrival for people coming from anywhere in the world. Visa upon arrival can be applied for at the Kigali International Airport and all land borders. This service is provided by the Directorate General of Immigration and Emigration (DGIE).

Kindly visit the online portal through the following link <http://bit.ly/3QllqoV> to obtain more information on the visa requirements.

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

Should you need any assistance, kindly contact the following official:

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

5. CURRENCY

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

6. 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 the following officials:

1. **Ms Judith Gumira:** Judith.Gumira@rra.gov.rw | +250 788 763 204
2. **Mr Julius Ngoga:** julius.ngoga@rra.gov.rw | +250 788 213 037
3. **Ms Bernadine Kermis:** bkermis@ataftax.org | +27 664 880039

7. SIMULTANEOUS INTERPRETATION

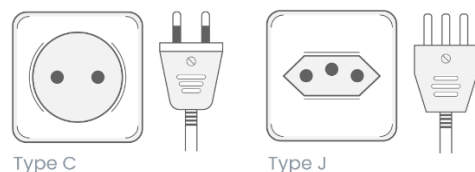
Simultaneous interpretation services in ATAF's three official languages will be provided for the duration of the ATRN Congress.

8. INSURANCE

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

9. POWER PLUG

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



10. WEATHER IN RWANDA

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

11. TOURIST SITES

Rwanda is an East African gem that offers a truly immersive travel experience. It boasts an incredible variety of wildlife, awe-inspiring landscapes, and vibrant cultural attractions. From the endangered mountain gorillas of Volcanoes National Park to the tranquil shores of Lake Kivu, Rwanda is a destination that captures the heart and soul of every traveller. For those wanting to explore the city use this link: <https://rwanda-eguide.org/travel/>

12. PRIMARY CONTACTS FOR THE ATRN CONGRESS

ATAF: Mr Frank Kalizinje: fkalizinje@ataftax.org | +27 060 716 7532

ATAF: Ms Bernadine Kermis: bkermis@ataftax.org | +27 664 88 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

HOTEL	Price per night in USD	Check-in & out time	TELEPHONE	EMAIL	Website
Radisson Blu Kigali	Superior Room: \$180 Executive Room: \$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	https://www.radissonhotels.com
Movenpick Hotel Kigali	Standard Room: \$170 Superior Room: \$200 Deluxe Room: \$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	https://all.accor.com/hotel/COM5/index.en.shtml
Marriott Hotel	Deluxe Rm-Single Occupancy: \$ 260 Deluxe Rm-Double Occupancy: \$ 290	Check-in: 3:00 PM Checkout: 12:00 PM	+250 724 785 065 +250 222 111 111	Prima.Gatarayiha@marriott.com kglmc.ebc@marriott.com kigali.reservations@marriott.com	https://www.marriott.com/en-us/hotels/kglmc-kigali-marriott-hotel/overview/
Serena Hotel Kigali	Deluxe rooms: \$150 Superior rooms: \$190 Junior suite: \$220	Check-in: 14:00 Pm Check-out: 12:00 pm.	+250 788 184 500	Henry.Bucyana@serenahotels.com kigali@serenahotels.com	www.serenahotels.com

HOTEL	Price per night in USD	Check-in & out time	TELEPHONE	EMAIL	Website
Ubumwe Grande Hotel	Standard Room: \$150 Standard Rm double: \$190 Deluxe Room:\$170 Junior Suite: \$200 Apartment with one Room:\$250	Check-In: 2.00 PM Check- Out:11.00AM	+250 783 744 768 +250782224080	reservations@ubumwegrandehotel.com catherine.kabega@ubumwegrandehotel.com	www.ubumwegrandehotel.com
Lemigo Hotel	Standard Rm- Single: \$125 Standard Rm- Double: \$165 Deluxe Room- Single: \$150 Deluxe Room- Double: \$190 Executive Room- Single: \$200 Executive Room- Double: \$240 Junior Suit- Single: \$250 Junior Suit- Double: \$290 Executive Suite- Single: \$300	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 in USD	Check-in & out time	TELEPHONE	EMAIL	Website
	Executive Suite- Double: \$340 Executive Apartment- 1 bedroom: \$400 Executive Apartment -2 bedrooms: \$500 Presidential Suite: \$2000				
Radisson by Park Inn	Standard Room: \$130 Superior Room - \$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	http://www.parkinn.com/hotel-kigali
Hotel des Mille Collines	Classic Rm- Single:\$160 Classic Rm-Double: \$190 Classic Rm Garden View -Single: \$185 Classic Rm Garden View -Double: \$215 Classic Rm Panorama View - Single: \$210	Check-in: 14:00 pm Check-out: 12:00pm	+ 250 788192000 + 250 788 19 2016/17	reservations@millecollines.rw groups.events@millecollines.rw info@millecollines.rw	

HOTEL	Price per night in USD	Check-in & out time	TELEPHONE	EMAIL	Website
	Classic Rm Panorama View - Double: \$240 Classic Junior Suite - Single: \$260 Classic Junior Suit - Double: \$290 Classic Superior Suite - Single: \$360 Classic Superior Suite - Double: \$390				
Onomo Hotel	Single Standard Room: \$100 Double Rm (Double Occupancy) or Twin Room: \$120 <u>Junior Suite:</u> O Double Occupancy: USD 140 O Single Occupancy: USD 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

HOTEL	Price per night in USD	Check-in & out time	TELEPHONE	EMAIL	Website
THE HUT	Standard- Single room: \$130 Standard - Double room: \$150 Premium - Single room: \$150 Premium - Double room: \$170 Suite - Single room: \$200 Suite - Double room: \$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: 13:00 Check out: 11:00	+250 788 385 300	info@chezlando.com	www.chezlando.com
Grazia Hotel	2-Bedroom Apartment: \$260 1-bedroom Apartment with Kitchen: \$130 Junior Suites: \$130 Superior Double room: \$130	Check in : 10:00AM Check out: 12:00 PM	+250 788 862 351 +250 788 501 343	graziaparts@gmail.com	www.graziaapartmenthotel.com

HOTEL	Price per night in USD	Check-in & out time	TELEPHONE	EMAIL	Website
	Superior Twin rooms: \$150 Standard room: \$100				
Beause Jours Hotel	Standard room: \$ 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 room: \$70 Standard Double room: \$90 Twin room: \$110 Triple: \$130	Check-out: 12:00PM Check-in: 2:00 PM	+250 784 936 392 +250 788 676 964	info@fivetofivehotel.com	https://fivetofivehotel.co m/