



Africa Association of
Quantity Surveyors

Association Africaine des
gestionnaires des coûts et des
Contrats de Construction

FIRST NOTICE OF EXCO MEETING

To: AAQS Council Members
AAQS Institution Members
AAQS Practice Members

Dear All

**AAQS EXECUTIVE COUNCIL MEETING AND AFRICA QUANTITY SURVEYING WEEK
AND CONFERENCE TO BE HELD BETWEEN 23 AND 28 JUNE 2025 AT THE KIGALI
CONFERENCE AND EXHIBITION VILLAGE, KIGALI, RWANDA**

Herewith relevant information:

1. **Who should attend the exco meeting**

All AAQS council members

One representative from each AAQS Practice Member should also attend as observers (may participate in discussions but with no voting powers)

Local AAQS Practice Members are specifically invited to attend

Up to three representatives of RIQS, RICS, The University of Rwanda and Rwanda Housing Authority are invited to attend as observers (may participate in discussions but with no voting powers)

2. **Confirmed attendees**

list of confirmed attendees will be issued in due course

3. **Notification of attendance**

All delegates attending the exco meeting and seminar are requested to notify the AAQS Secretariat well in advance in order that the necessary seating and catering arrangements may be made

4. **Venue and hotel bookings**

AAQS exco meeting 25 June 2025

Kigali Conference and Exhibition Village

Conference 26 to 27 June 2025

Kigali Conference and Exhibition Village

List of hotels in the area

A detailed list of hotels in the area will be shared separately

5. **Transport from and to the airport**

- Transportation from the airport to respective hotels will be provided to all our delegates. Our designated Ushers will provide necessary assistance.
- Transportation from hotels to the event venue and from the venue to the hotel will be provided at specific times, which will be communicated. This transportation is provided only to delegates hosted in recommended hotels.
- Delegates will cater for their personal travel within the country except for those related to the conference.

6. **Flights**

Regular flights are available from Kigali International Airport to most AAQS Institution Member countries. All flights to be arranged by delegates themselves

7. **Programmes**

7.1 The provisional programme for the AAQS exco meeting is as follows:

Meeting start time - 10:00 (local time GMT+2)
Break - 12:00
Meeting continues - 12:20
Lunch break - 14:00
Meeting continues - 15:00
Meeting ends - 17:00

7.2 Programme for the RIQS Conference

Tentative programme to be shared separately

8. **Currency of country**

Rwandan Franc (RWF)

US Dollar and Euro are also commonly accepted

9. **Visa requirements**

Visa requirements for citizens of the AAQS member countries are as follows:
It is the responsibility of the traveler to confirm current details relating to specific circumstances using the following link: <https://migration.gov.rw/>

Travelers from all countries can obtain a visa upon arrival for 30 days, without prior request for \$50 for single entry and can be paid in cash (Sterling, US dollars or Rwandan francs) or by Visa/MasterCard. A visa can also be bought online ahead of travel (this must be completed at least 72 hours in advance of arrival). The applicant will receive a response from the immigration authorities within 3 days. **This response must be printed and handed over to the border control of immigration on arrival.**

General

Delegates should, however, themselves check the visa requirements. The AAQS and/or RIQS will provide a letter of invitation where required

Those who require a letter of invitation for visa purposes should contact the AAQS Secretariat on admin@aaqs.org

10. **Health**

COVID-19 Entry Requirements

Individuals travelling to Rwanda are no longer required to provide proof of vaccination or a negative test result

Yellow fever

Rwanda requires a valid yellow fever certificate from all foreign visitors and citizens over 1 year of age travelling from an infected area or having been in transit through infected areas (>12 hours) in the last 6 days.

Yellow fever vaccination should be approved by the World Health Organization (WHO) and administered at least 10 days before departure to Rwanda at any yellow fever approved vaccination centre as the vaccine offers protection from 10 days after administration. If vaccination is administered less than 10 days before departure, the traveler may be refused entry

List of Institution Member countries for which a yellow fever vaccination certificate is required for entry into Rwanda (however, delegates to reconfirm):

Angola
The Gambia
Ghana
Nigeria
Uganda

There is no yellow fever risk in Rwanda. Therefore, the country requires a yellow fever vaccination certificate from those travelling from the following countries (travel includes transit stays that surpass 12 hours): Angola, Argentina, Benin, Bolivia,

Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Congo, Cote d'Ivoire, Democratic Republic of Congo, Ecuador, Equatorial Guinea, Ethiopia, French Guyana, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Liberia, Mali, Mauritania, Nigeria, Panama, Paraguay, Peru, Senegal, Sierra Leone, South Sudan, Sudan, Suriname, Togo, Trinidad and Tobago, Uganda, and Venezuela.

11. **Those wishing to extend their stay**

Those wishing to extend their stay further or to arrange tours can contact their local travel agents

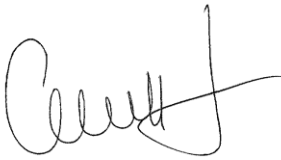
12. **Dress code**

The dress code for the AAQS exco meeting and seminar is smart casual (no ties required)

13. **Agenda**

An agenda for the council meeting will be issued to delegates in due course

Kind regards



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