

EÄSE BUSINESS TOURS DISCOVERY

PRE-DEPARTURE CHECKLIST

Rwanda Pilot Edition

Destination: Rwanda

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? 24/7 EMERGENCY SUPPORT: +250 788 352 675 | support@easeehub.com

?? TRAVEL INSURANCE

- ? Purchase comprehensive travel insurance
- ? Must cover medical evacuation (minimum \$100,000)
- ? Coverage for business equipment and laptops
- ? Keep policy number and emergency contacts handy
- ? Print insurance certificate and carry with you

? VISA REQUIREMENTS

- ? Check visa requirements for your nationality
- ? Apply for e-visa at least 2 weeks before travel
- ? Passport must be valid for 6+ months
- ? Print visa approval and keep with passport
- ? Carry 2 passport photos as backup

? HEALTH PREPARATIONS

- ? Yellow fever vaccination (certificate required)
- ? Malaria prophylaxis - consult your doctor
- ? COVID-19 vaccination/recovery certificate
- ? Personal medications in carry-on luggage

- ? Basic first aid kit with pain relievers

? DOCUMENTS & MONEY

- ? Valid passport with 6+ months validity
- ? Printed flight itineraries and confirmations
- ? Hotel booking confirmations
- ? Business cards (bring at least 50)
- ? USD cash - new bills preferred (\$500-1000)
- ? Credit/debit cards - notify bank of travel

? PACKING ESSENTIALS

- ? Business attire (lightweight suits)
- ? Smart casual for evening events
- ? Comfortable walking shoes
- ? Power adapter (UK Type G - 3 rectangular pins)
- ? Laptop and charger with voltage converter
- ? Portable power bank (20,000mAh)
- ? Universal travel adapter

? TECHNOLOGY

- ? Unlock mobile phone for international use
- ? Install WhatsApp for easy communication
- ? Download offline maps of Rwanda
- ? Save emergency contacts in phone
- ? Portable Wi-Fi hotspot (optional)

? PREPARATION TIMELINE

2 MONTHS BEFORE

Check passport validity, research visa requirements, start partner research

6 WEEKS BEFORE

Apply for visa, book flights, purchase travel insurance, schedule meetings

4 WEEKS BEFORE

Schedule vaccinations, notify bank of travel, confirm hotel bookings

2 WEEKS BEFORE

Pack essentials, print all documents, download offline maps, charge devices

1 DAY BEFORE

Check flight status, prepare carry-on, charge all electronics, confirm airport transfer

? EMERGENCY CONTACTS

EÄSE Emergency: +250 788 352 675 (24/7)

Local Police: 112

Ambulance: 912

Fire Brigade: 111

Kigali International Airport: +250 788 177 600

Email Support: support@easeehub.com

Your Hotel Concierge: _____

Embassy/Consulate: _____

? BUSINESS ETIQUETTE TIPS

- Dress conservatively for business meetings (suits recommended)
- Exchange business cards with both hands - show respect
- Punctuality is highly valued - arrive 5-10 minutes early
- Learn a few words in Kinyarwanda: "Muraho" (Hello), "Murakoze" (Thank you)
- Business discussions often start with general conversation
- Always confirm meetings 24 hours in advance
- Bring plenty of business cards - networking is expected

This checklist is prepared exclusively for participants of Rwanda Pilot Edition

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