



6<sup>th</sup> – 9<sup>th</sup> May • Kigali – Rwanda

Info Pack



## ABOUT ICPAR

The Institute of Certified Public Accountants of Rwanda (ICPAR) is the professional body regulating the accounting profession in Rwanda. Established in 2008, ICPAR promotes high professional standards and supports the development of accounting professionals.



## ABOUT PAFA

The Pan African Federation of Accountants (PAFA) is the continental body representing professional accountants in Africa. Founded in 2011, PAFA aims to develop the accountancy profession and strengthen its role in Africa's economic development.



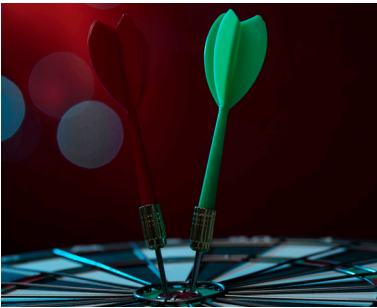
## ABOUT THE CONGRESS

Professional accountants and key stakeholders in the accountancy ecosystem from across the continent and beyond are set to unite physically in Rwanda's capital, Kigali, from 6<sup>th</sup> to 9<sup>th</sup> May 2025.

Over 2000 delegates from more than 65 countries will come together at the Kigali Convention Center (KCC) for the 8th edition of the Africa Congress of Accountants (ACOA). The congress will be hosted by the Institute of Certified Public Accountants of Rwanda (ICPAR) in partnership with the Pan African Federation of Accountants (PAFA).

The ACOA theme: “Creating Value for Africa”, encapsulates the collective commitment to harnessing the power of accountancy to drive meaningful change and prosperity across the continent. It emphasises the imperative for professional accountants to innovate, collaborate and lead initiatives that generate sustainable economic, social and environmental value for Africa and its people. This theme underscores the crucial role of the accountancy profession in unlocking Africa’s potential and building a brighter future for all.

This unique edition of the congress will gather delegates and speakers from diverse cultural and linguistic backgrounds, providing an excellent opportunity to connect, share and expand in Africa.



## CONGRESS OBJECTIVES

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The congress aims to foster collaboration, knowledge sharing and professional development within the accountancy profession across the continent. By convening professional accountants and key stakeholders in the accountancy ecosystem from diverse backgrounds, sectors and regions, ACOA 2025 aims to promote excellence in the profession, advance standards of practice and address common challenges faced by professional accountants in Africa.

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## CONGRESS APPROACH

The congress will employ methodologies that foster engagement and dialogue on the selected topics. Experts & panellists will initiate dialogue on various thematic areas and topics, encouraging active participation from the audience. Each plenary session will conclude with an open forum to determine actionable steps forward. Additionally, a gala dinner and outdoor activities will be organised to facilitate direct interaction beyond the structured dialogues.



## CONGRESS TARGET AUDIENCE

The congress aims to bring together Chief Executives, Business Executives, Public Sector Officials, Accounting and Finance Professionals, Tax Experts, Investment Experts, Consultants, Policy and Standards' Setters, representatives of Professional Accountancy Organizations (PAOs), Researchers and Academicians, Non-Profit Organizations (NGOs) and Representatives of International Organizations among others. The goal is to share experiences and create a vision that will deliver the Africa we want and deserve, under the theme: **“Creating Value For Africa.”**

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## CONGRESS VENUE

The Kigali Convention Centre (KCC) boasts of 18 venues with space for over 5500 attendees. These meeting venues can be easily combined and configured, offering unparalleled flexibility and scale for events of all sizes. One of the highlights of KCC is the Auditorium, located beneath the Dome. This multifunctional facility can accommodate a wide range of events, from summits with 100 participants to concerts with audiences of over 2500.



## CONGRESS FEES

### ▶ REGULAR DELEGATE FEES:

The fee includes a comprehensive package designed to enhance delegates' experience and participation, i.e., access to all sessions, congress materials and resources, meals and refreshments during session breaks, admission to networking events (including the gala dinner and various social activities), sports and recreational activities, certificates of attendance, access to the exhibition area and a delegate kit.

	Residents	Non-Residents
<b>Register &amp; Pay by 31/12/2024</b>	FRW 855,000	USD 630
<b>Standard Rates</b>	FRW 950,000	USD 700

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## ACCOMPANYING DELEGATE FEES:

Accompanying persons are individuals who join delegates but do not participate in the core professional sessions of the congress. They could be family members, friends or colleagues who wish to experience the event and partake in the social and recreational activities.

The fee includes access to social events, recreational activities, exhibitions, and the gala dinner. The fee ensures that accompanying persons can enjoy a rich and engaging experience alongside the delegates, with a focus on social and recreational activities.

	Residents	Non-Residents
<b>Register &amp; Pay by 31/12/2024</b>	FRW 427,500	USD 315
<b>Standard Rates</b>	FRW 475,000	USD 350



## CANCELLATION

**60 days** before the event – **75% refund**

**30 days** before the event – **50% refund**

**NOTE:** Delegates and accompanying persons are responsible for their own accommodation, transport, daily subsistence allowance and airport transfers.





## REGISTRATION

To register for the Congress, visit:

[imis.icparwanda.com/#/event-acoa/247](https://imis.icparwanda.com/#/event-acoa/247) or scan the QR code.



## PRACTICAL INFORMATION



### THE HOST CITY: KIGALI

Ideally positioned in the heart of Rwanda, Kigali spans several hills and valleys, offering excellent road links to the rest of the country. The verdant capital city is pleasantly low-key yet dynamic and progressive, home to just over one million inhabitants. First-time visitors often remark on the cleanliness of the bustling and colourful centre, a source of pride for communities throughout the country.

Kigali is a city where you can experience stunning scenery, beauty, hospitality, culture and the full diversity of Rwanda. Known as the gateway to Rwanda and a tourist hub, Kigali is a residential, educational, commercial and political centre, hosting presidential offices, ministries, accommodation facilities and others. The city operates in the Central African Time zone (GMT+2).

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## AIRLINES AND TRANSFERS

Kigali International Airport is served by several major airlines: Brussels Airlines, Ethiopian Airlines, Kenya Airways, KLM, RwandAir, Turkish Airlines, Qatar Airways. Akagera Aviation offers helicopter transfers within Rwanda.

Public transportation options include buses, cabs and moto-taxis, but for convenience and safety, using hotel shuttles or pre-arranged cabs is recommended.



## IMMIGRATION AND VISAS

Delegates are encouraged to arrange their travel according to their preferences. For international delegates planning to visit Rwanda, you may consult <https://www.migration.gov.rw/> to check your visa requirements.

**Important Update:** As of 2<sup>nd</sup> November 2023, Rwanda has announced visa-free entry for all African nationals, eliminating the need for prior visa acquisition. This progressive measure underscores Rwanda's commitment to fostering continental unity and facilitating seamless travel across the region.



## ACCOMMODATION

Participants are responsible for their accommodation. Kigali offers a range of hotels and guesthouses to suit various budgets. A list of recommended accommodations can be accessed at <https://tourismregulation.rw/en/entities/1/>. Early booking is recommended to secure preferred options.







## **CURRENCY AND PAYMENTS**

The Rwandan Franc (FRW) is the official currency of Rwanda. Major international currencies can be exchanged at banks and authorised exchange bureaus.

Credit and debit cards are widely accepted in hotels, restaurants and larger stores, but it is advisable to carry some cash for smaller establishments and markets.



## **HEALTH AND SAFETY**

Delegates are advised to have travel insurance that covers health. Malaria is present in Rwanda, so take preventive measures such as using insect repellent and sleeping under mosquito nets. Kigali is generally safe, but usual precautions should be taken, such as avoiding poorly lit areas at night and keeping an eye on personal belongings.



## **CPD HOURS AND CERTIFICATES**

Delegates who attend all sessions will be awarded twenty-one (21) Continuous Professional Development (CPD) hours per the ICPAR CPD Policy.



### **TOUR ACTIVITIES**

Known as the land of a thousand hills, Rwanda's stunning scenery and warm, friendly people offer unique experiences. It is blessed with extraordinary biodiversity, with incredible wildlife living throughout its volcanoes, montane rainforest and sweeping plains. Travellers come from far and wide to catch a glimpse of the magnificent scenery.

Should you wish to engage in post-event activities and explore more about Rwanda please visit <https://visitrwanda.com/>



### **DRESS CODE**

The congress dress code is business casual, while for all outdoor activities, delegates are advised to wear sportswear.

### **CULTURAL ETIQUETTE**

Dress modestly and respect local customs. Greetings are important in Rwandan culture.



### **EVENT PUBLICITY**

The event will be publicised in print, on digital platforms and television, as well as the websites, social media platforms and other forums of professional accountancy organisations.

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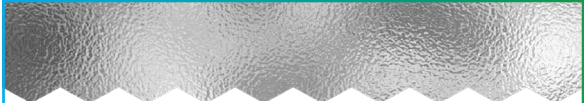
## SPONSORSHIP PACKAGES AND BENEFITS

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The congress offers organisations a unique opportunity to showcase their business to key target stakeholders, create brand awareness, and enjoy optimal visibility before the audience.

We have developed five sponsorship packages that provide various levels of exposure and benefits.

### **Platinum Package: USD 100,000**

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- Special recognition throughout event
  - Prominent logo placement
  - 10 participant passes
  - Option to chair a plenary session
  - Prime 6x3m exhibition booth
  - Press release and media mentions
  - Social media mentions
  - Full-page ad in delegate guide
  - Interviews and press conference access
  - Distribute promotional materials
  - Recognition as Platinum Sponsor
  - Company video on event screens
  - Appearance in post-event documentary

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### **Gold Package: USD 50,000**

- Recognition throughout event
- Significant logo placement
- 5 participant passes
- Option to chair plenary session
- 3x3m exhibition booth
- Press release and media mentions
- Social media mentions
- Half-page ad in delegate guide
- Interviews and press conference access
- Distribute promotional materials
- Recognition as Gold Sponsor
- Company video on event screens
- Appearance in post-event documentary

### **Silver Package: USD 30,000**

- Recognition throughout event
- Logo placement
- 3 participant passes
- Option to chair a concurrent session
- 3x2m exhibition booth
- Press release and media mentions
- Social media mentions
- Quarter-page ad in delegate guide
- Distribute promotional materials
- Recognition as Silver Sponsor
- Appearance in post-event documentary

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## **Bronze Package: USD 15,000**

- Recognition throughout event
- Logo placement on select materials
- 2 participant passes
- “Sponsor message” slot
- 2x2m exhibition booth
- Social media mentions
- Appearance in post-event documentary

## **Participating Package: USD 5,000**

- Recognition in select event activities
- Logo on select materials
- 1 participant pass
- Social media mentions
- Appearance in post-event documentary

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## Contact Information

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### THE HOST & ORGANIZERS

#### ICPAR



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[ICPAR RWANDA](#)



<https://icparwanda.com/>

#### PAFA



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[PAN AFRICAN FEDERATION OF ACCOUNTANTS](#)



<https://pafa.org.za/>



### THE CONGRESS



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[ACOA\\_2025](#)



[www.acoa.icparwanda.com](http://www.acoa.icparwanda.com)

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