



ROMHAY TRAVEL & EVENT



Institutional Conference & Delegate Logistics Across Africa

COMPANY PROFILE

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WHO WE ARE

Romhay Travel & Event is a specialized conference logistics and delegate management firm headquartered in Addis Ababa, Ethiopia, with regional operational presence in Accra, Ghana.

We deliver high-level institutional conferences, ministerial meetings, continental congresses, and donor-funded events across Africa. Our strength lies in managing complex, multi-stakeholder events with precision, accountability, and full compliance.

We operate at the intersection of conference management and travel coordination — ensuring that every element of the delegate journey, from registration and airfare negotiation to on-site execution and post-event reporting, is handled with precision.

KEY HIGHLIGHTS

10+

Years of experience

20+

Conferences delivered

5,000+

Delegates managed

Multi-country
operational capacity
across Africa



WHAT WE DO

We provide integrated, end-to-end conference logistics solutions tailored for institutional and international events.

✓ Conference Logistics Management

- Full conference planning and coordination
- Venue sourcing and management
- Budget development and cost control

✓ Delegate Management

- Online registration systems
- Accreditation and badging
- Participant communication and coordination

✓ Travel & Accommodation Logistics

- Group airfare negotiation
- Hotel booking and room block management
- Airport transfers and ground transport

OUR DIFFERENCE

Institutional Expertise

Extensive experience supporting African Union, development partners, and international organizations.

End-to-End Logistics Systems

Structured frameworks covering planning, procurement, operations, and reporting.

Integrated Delegate & Travel Solutions

Seamless coordination of registration, travel, accommodation, and on-site services.

Compliance & Accountability

Financial and procurement systems aligned with AU, World Bank, AfDB, and donor requirements.

OUR LOGISTICS FRAMEWORK

Our structured approach ensures consistency, transparency, and operational excellence across all events.

1

Strategic Planning & Budget Governance

- Event scope definition and budgeting
- Risk identification and mitigation

2

Vendor Procurement & Contract Management

- Transparent sourcing and evaluation
- Contract negotiation and supplier coordination

3

Delegate Journey Management

- Registration, travel, and accommodation systems
- Participant communication and coordination

4

On-Site Operational Command

- Conference secretariat and coordination
- Real-time problem solving and execution

5

Post-Event Reporting

- Financial reconciliation
- Technical reporting and documentation





Delegate management

We manage the complete delegate experience from registration to departure.

Pre-Event

- Online registration and communication
- Visa support and travel coordination

Arrival & Stay

- Airport reception and transfers
- Accommodation and hospitality services

During Conference

- Accreditation and registration desks
- Session coordination and support

Post-Event

- Departure logistics
- Reporting and evaluation



TECHNOLOGY & SYSTEMS

Romhay integrates modern systems to enhance efficiency and participant experience.

- Branded conference websites
- Secure online payment systems
- Abstract and speaker management tools
- Delegate mobile applications
- Live engagement tools
- Sponsorship and exhibition systems
- Travel and ticketing platforms

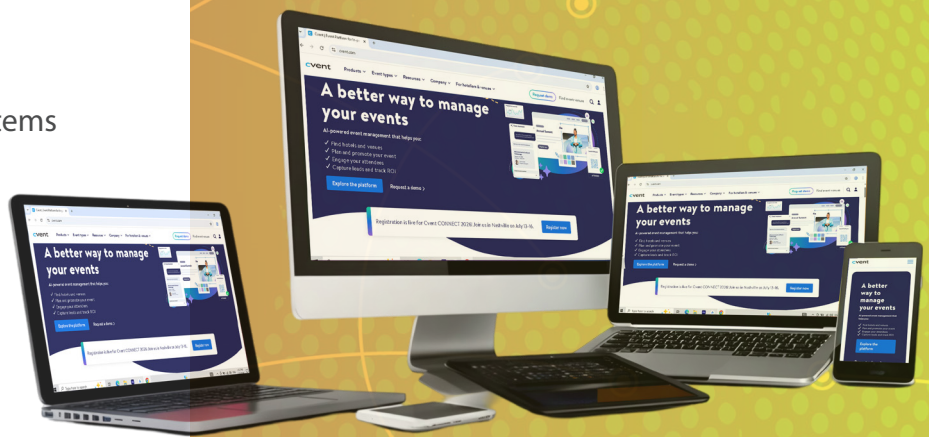
COMPLIANCE & GOVERNANCE

We operate under strict institutional and donor compliance frameworks.

- African Union procurement regulations
- World Bank financial compliance systems
- African Development Bank reporting standards
- USAID and donor-funded program requirements

Our Approach Includes:

- Transparent procurement processes
- Vendor documentation and contract management
- Audit-ready financial tracking
- Timely and verified reporting



FLAGSHIP CONFERENCE DELIVERY

4th All Africa Postharvest Congress & Exhibition (Hybrid)

Location: African Union Commission, Addis Ababa

Participants: 419

Scope:

- Full conference logistics management
- Hybrid event production
- Delegate travel coordination
- Exhibition and vendor management
- VIP and protocol services

Outcome:

Successfully delivered a continental hybrid congress under AU protocols with seamless coordination and structured reporting.



ADDITIONAL EXPERIENCE

2nd All Africa Postharvest Congress & Exhibition

Participants: 750

- Large-scale conference logistics
- International delegate travel coordination
- Accommodation, AV, interpretation, and transport management

UN-AU Summit Meetings

- High-level summit logistics
- Protocol and accreditation systems
- Executive transport coordination



Selected Clients & Partners

- African Union Commission
- African Development Bank
- World Bank
- AUDA-NEPAD
- IFPRI
- AGRA
- FARA

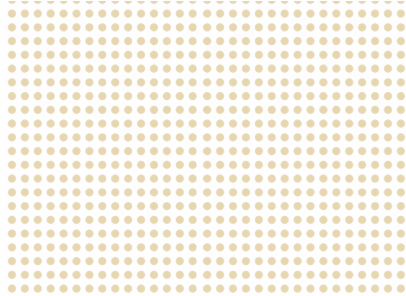


LEADERSHIP & TEAM



Samrawit Takele Haile
Owner & Managing Director |
Conference & Event Director

With over a decade of experience, she has led the successful delivery of continental conferences, ministerial meetings, and development partner programs across Africa. She provides strategic oversight, financial governance, and executive coordination.



Core Operations Team

- Event Manager
- Event Coordinator
- Ticketing Officers
- Finance Officer
- Administrative Support

Supported by scalable event staff including ushers, technical teams, and security personnel.



Partner with Romhay to deliver your next conference with precision, compliance, and excellence.

CONTACT

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