



C/CAR/DCA/13

International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
Thirteenth Meeting of Directors of Civil Aviation of the Central Caribbean
(C/CAR/DCA/13)
Havana, Cuba, 28 - 31 May 2013

GENERAL INFORMATION

(Presented by the Secretariat)

1. Event Venue and Dates

The Thirteenth Meeting of Directors of Civil Aviation of the Central Caribbean will take place at the:

Hotel Nacional de Cuba, Salon Vedado
Calle O, esquina 21, Vedado
Havana, Cuba

hosted by the Instituto de Aeronáutica Civil de Cuba (IACC).

2. Name of the Meeting's Coordinator, Address and Contact Numbers

For general coordination matters of the Meeting, participants may address Mirta Crespo Frasieri, Eng., Vicepresident of the Instituto de Aeronáutica Civil de Cuba.

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| Mailing address: | Calle 23 No. 64, e/Infanta y P, La Rampa, Vedado, Ciudad de La Habana, Cuba |
| Telephone: | 53-7-8381145 |
| E-mail: | mirta.crespo@iacc.avianet.cu; vp@iacc.avianet.cu; dta@iacc.avianet.cu |
| AFTN: | MULHYAYX / MULHYGYX |

It is requested that participants inform their name, surname (including accompanying persons if applicable), arrival and departure dates, time and flight numbers.

3. Participants Registration

Delegate registration will take place in the Conference Room, from 08:30 to 09:00 hours on 28 May 2013.

4. Opening Ceremony

The opening ceremony of the Thirteenth Meeting of Directors of Civil Aviation of the Central Caribbean will take place on 28 May 2013 at 09:00 hours at the Vedado Room of the Hotel Nacional de Cuba.

5. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Regional Office web site; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<http://www.mexico.icao.int/Meetings/CCARDCA13.html>

6. Money Exchange

The Cuban Peso is the national currency but cannot be exchanged to other currencies. There is also the Convertible Cuban Peso (CUC), for which the exchange rate is 1US\$ equivalent to **0.92 CUC** (subject to variation). For visitors, prices are shown and paid in Convertible Cuban Pesos. For other foreign currencies, it is recommended to exchange at the Cuba National Bank Agencies.

The international credit cards VISA, MASTER CARD and those not issued by a United States bank are usually accepted in shopping centers, hotels, restaurants and bank agencies.

7. Electricity

110 V, 60 Hz

8. Airport Departure Tax

Departure tax at Havana José Martí international airport is **25.00 CUC** for departing passengers.

9. Lodging

Remark: 1 USD equivalent to 0.92 CUC

| Hotel | Rates in CUC (including taxes) | |
|--|---|---|
| | Single room | Double room |
| Hotel Nacional de Cuba Calle 21 y O, Vedado Tel. 537-8363564 E-mail: reserva@gcnacio.gca.tur.cu Note: The Hotel Nacional special rates (single and double rooms) for the meeting participants will be valid some days after and before the event with prior notification to the Meeting Coordinator. Mention the IACC event (C/CAR/DCA/13) | 104.00 CUC Including buffet breakfast and one meal anytime from 12:00 PM/ Wireless Internet 24hrs | 174.00 CUC Including buffet breakfast and one meal anytime from 12:00 PM/ Wireless Internet 24hrs |
| Hotel Habana Libre Tryp Calle L, esquina a 23 y 25, Vedado Tel. 537-8346100 E-mail: tryp.habana.libre@solmeliacuba.com | 205 CUC (low floor) 210 CUC (high floor) Including breakfast | 240 CUC (low floor) 250 CUC (high floor) Including breakfast |

| Hotel | Rates in CUC (including taxes) | |
|--|-----------------------------------|-----------------------------------|
| | Single room | Double room |
| Hotel Presidente Calzada No.110 esquina G, Vedado Tel. 537-8381801 E-mail: comercial1@hpde.gca.tur.cu | 83.00 CUC Including breakfast | 98.00 CUC Including breakfast |
| Hotel Meliá Cohíba Calle Paseo / 1ra y 3ra, Vedado Tel. 537-8333636 E-mail: melia.cohiba@melia.com | 235.00 CUC Including breakfast | 280.00 CUC Including breakfast |
| Hotel Victoria Calle 19 No. 101, esquina M, Vedado Tel. 537-8333510 E-mail: reserva@victoria.gca.tur.cu | 80.00 CUC Including breakfast | 100.00 CUC Including breakfast |

Wireless Internet connection at the hotels that do not include the service in the room rate can be purchased through cards that cost 8.00 CUC/1 hour.

10. Visa Requirements

Participants must obtain a Cuban visa through the Cuban Consulate in their countries. Note that this is a mandatory requirement, as a Tourist Visa will not allow attendance to this official meeting. If necessary, please contact the Meeting Coordinator providing the necessary information to process the visa.

11. Commercial/Bank Working Hours

The time in Cuba is normally established at minus 5 hours compared to the Coordinated Universal Time (UTC). During the Meeting, the Summer time will apply (Refer to NOTAM A0243/13), which implies minus 4 hours compared to the UTC.

Commercial working hours are Monday to Saturday from 10:00 to 22:00.

Banking hours are generally from 09:30 to 16:00 Monday to Friday.

12. Taxes and service taxes

Tips at restaurants are at the discretion of the customer. Visitors staying in hotels are advised to consult the hotel reception desk for radio taxis.

Security recommendations are the same as in any city, such as carrying only the necessary money, and not wearing costly jewelry nor other valuables.

13. Weather and recommended dressing code

The average temperature in Havana for May is: maximum 30°C, minimum 22°C, with high humidity. Taking into account the tropical weather and the formality of the Meeting, participants are suggested to wear suitable attire such as guayaberas or similar.
