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Международная
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منظمة الطيران
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航空组织

When replying please quote:

Ref.: NT-NP0 — **E.OSG - NACC66940**

8 June 2017



To: States, Territories

Subject: CAR/SAM Aviation Data and Analysis Seminar
(Havana, Cuba 18 – 21 July 2017)

Action

Required: Reply not later than **30 June 2017**

Sir/Madam,

Further to my invitation ref. E.OSG - NACC66634 dated 24 May 2017, please find enclosed the General Information at **Attachment A** and the Revised Registration Form at **Attachment B**.

I would appreciate if you could, as soon as possible, preferably not later than 30 June 2017, confirm the participation of your Administration using the revised Registration Form.

Accept, Sir/Madam, the assurances of my highest consideration.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

As indicated

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ATTACHMENT A
CAR/SAM Aviation Data and Analysis Seminar
(Havana, Cuba 18 – 21 July 2017)
GENERAL INFORMATION

1. Place and Dates of the Event

The seminar will be held in Havana, Cuba from 18 to 21 July 2017 in Room Taganana of the *Hotel Nacional* of Cuba.

2. Registration of Participants

The registration of participants will take place on Tuesday 18 July 2017 at 08:30 a.m.

3. Opening Session

The opening session will take place on 20 July 2017 at 09:00 a.m.

4. Languages and Documentation

This event will be held in English and Spanish. Documentation will be published on the following website <https://www.icao.int/NACC/Pages/meetings.aspx?year=2017&cM=06&cY=2017> as available.

5. Suggested Dress Code

Formal attire is recommended for the opening/closing and casual for the rest of the activities are recommended. Given the climate in Cuba the *guayabera* is considered a formal garment.

6. Local Time

The time in Cuba is normally set to -5 hours with respect to the Coordinated Universal time (UTC). At the time of the meeting, the daylight saving time applies (see NOTAM A0243/13), which means -4 hours with respect to UTC.

Commercial hours are Monday through Saturday from 10.00 AM to 6.00 PM. ATM are available 24/24 h.

7. Temperature

Climatological information for July in Havana is as follows: rainy with a monthly precipitations average of 118.6mm.

Monthly Average temperature: 27,6⁰C 24 °C;
Monthly average maximum temperature: 32.0⁰C
Monthly Minimum temperature: 24.2⁰C

8. Electricity

The voltage in Cuba is 110 V. However, in recommended hotels electric power is 110-220 V.

9. Currency and Credit Cards

Currency is the Convertible Cuban Peso (CUC) which exchange rate is 1 USD = 1 CUC, and similar exchange rate with other currencies. When payment is in USD cash, a 10% duty is added. For update information on exchange rates and accepted currencies please refer to http://www.bc.gob.cu/espanol/tipo_cambio_metropolitano.asp.

International credit cards such as Visa and Mastercard **that are not issued by United States banks** are normally accepted.

10. Travel Document

Participants can obtain entry visas through the Consulate of Cuba in their country. If necessary, please contact the meeting coordinators, submitting the needed information for the visa issuance.

11. Taxes, Gratuities, and Taxi Service

The recommended gratuity is 10% of the bill. Usually the tip is suggested at the end and it is optional for the establishment to include it or not.

Taxis provided by the Hotel are recommended for commutes in the city.

12. Security Recommendations

Security recommendations are the normal ones for every city, such as carrying only the needed cash, and not wearing jewellery or other valuables.

13. Communications

In addition to public phones (that allow urban, national and international calls), there are communication centres that offer telephone, fax and internet services. During the working sessions the meeting room provides Wi-Fi network. Suggested hotels offer Internet connection.

14. Hotels and Reservations

The event will take place at the National Hotel of Cuba, Category 5* and preferential rates are as follows:

Room	Rate in Convertible Cuban Pesos (CUC) by night per room, breakfast included
SINGLE	120.00 CUC.
DOUBLE	146.00 CUC
SPECIAL SUITE (2 BEDROOMS)	476.00 CUC
ROYAL SUITE (REAL) (3 BEDROOMS)	980.00 CUC
PRESIDENTIAL SUITE (2 BEDROOMS)	1500.00 CUC
SINGLE EXECUTIVE	165.00 CUC
DOUBLE EXECUTIVE	186.00 CUC
JUNIOR SUITE (1 BEDROOM)	256.00 CUC
SENIOR SUITE (2 BEDROOMS)	368.00 CUC

- The HOTEL will offer special attention to customers. Reservations will be handled through the Reservations Office, fax +537 836-5171, telephone +537 838-0294 or +537 836-3564/65/66/67 ext. 598 or 198.
- **E-Mail:** reserva@gcnacio.gca.tur.cu

Other hotels close to the venue:

Hotel	Room	Rate (in in Convertible Cuban Pesos (CUC))
Capri Calle 21 e/ N y O, Vedado La Habana, Cuba T: +537 8397257 / +537 8397258 reservas@capri.gca.tur.cu	Single	214
	Single (sea view)	224
	Double (sea view)	262
Habana Libre Calle L e/ 23 y 25, Vedado, La Habana, Cuba. T: +537 8346100 ventas1.thl@meliacuba.com También pueden visitar el sitio web www.meliacuba.com	Single (lower floors)	234
	Single (higher floors)	248
	Double (lower floors)	252
	Double (higher floors)	268
	Triple (lower floors)	359
	Triple (higher floors)	381

15. Cuban Civil Aviation Institute (IACC) Contact Persons

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