

REVISED GENERAL INFORMATION
(Presented by Cuba)

1. Event Venue and Dates

1.1 The Eleventh North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/11) will take place from 28 to 30 June 2023, preceded on 27 June 2023 by a High-Level Workshop on Civil Aviation Master Plans (CAMP) and Environment at the:

Meliá Internacional Varadero Hotel, Salón Internacional Room
Avenida Las Américas, Km 1, Varadero, Cuba
Telephone: +53 45 623100

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

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

2.1 For general coordination matters of the meeting, participants may address Mrs. Rita García, Director, Air Transport and International Relationships, IACC.

Telephone: +53 52868472
E-mail: rita.garcia@iacc.avianet.cu
dta@iacc.avianet.cu

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

3. Participants Registration

3.1 Delegate registration will be held in the Meliá Internacional Varadero, Salón Internacional, from 08:30 to 09:00 hours on 28 June 2023.

4. Opening Ceremonies

4.1 The opening ceremony of the High-Level Workshop on Civil Aviation Master Plans (CAMP) and Environment will be held on 27 June 2023 at 09:00 hours at the Salón Internacional Room of the venue hotel.

4.2 The opening ceremony of the NACC/DCA/11 meeting will be held on 28 June 2023 at 09:00 hours at the Salón Internacional Room of the venue hotel.

5. Documentation Link

5.1 The documentation for the Meeting is being posted on the ICAO NACC Regional Office website; participants should check the 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.

[NACC/DCA/11 \(icao.int\)](http://NACC/DCA/11(icao.int))

6. Money Exchange and Credit Cards

6.1 The Cuban Peso (CUP) is the national currency, but payment of goods and services in the non-resident foreigners commercial network is done through freely-convertible currency through bank cards (excepting those issued by a United States bank). The international credit cards VISA, MASTERCARD that are not issued by a United States bank are usually accepted in shopping centres, hotels, restaurants and bank agencies.

6.2 For purchases of goods and services in the detail commercial network, pre-paid cards in Freely-Convertible Currency (MLC) can be bought, which use is exclusively for the Cuban national territory.

7. Electricity

220 V, 60 Hz

8. Airport Departure Tax

8.1 Departure tax at international airports is **26.00 USD** for departing passengers, normally included in the airfare.

9. Lodging

Hotel	RATE i(taxes included)	
	Single room	Double room
Venue hotel: Meliá Internacional Varadero <u>https://www.melia.com/es/hoteles/cuba/varadero/melia-internacional-varadero</u> Address: Avenida Las Américas, Km 1, Varadero Telephone: +53 45 623100 <u>melia.internacional@meliacuba.com</u> Participants shall pay minimum 45 days prior to arrival, requesting a payment link to Reinier Arredondo, e-mail: <u>esp1.eventos@havanatur.cu</u>	USD170.00 per person per night, all inclusive. Rate only available through the payment link requested to Mr. Reinier Arredondo, email <u>esp1.eventos@havanatur.cu</u>	USD100.00 per person per night, all inclusive. Rate only available through the payment link requested to Mr. Reinier Arredondo, email <u>esp1.eventos@havanatur.cu</u>

Wireless Internet connection at the Meliá Internacional Varadero is included in the rate.

10. Passport and Visa Requirements

10.1 Participants may obtain a Cuban entry visa through the Cuban Consulate in their countries, including the tourist visa, that may also be obtained directly with the airlines. If necessary, please contact the Meeting Coordinator providing the necessary information to obtain guidance on the process to obtain the visa.

11. Commercial/Bank Working Hours

11.1 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 (which implies minus 4 hours compared to the UTC).

11.2 Commercial working hours are Monday to Saturday from 10:00 am to 7:00 pm, and 10:00 am to 1:00 pm on Sundays. Banking hours are generally from 09:30 am to 3:00 pm Monday to Friday. ATMs are available 24h/day.

12. Taxes and service taxes

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

12.2 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

13.1 The average temperature in Varadero for June is: maximum 30°C, minimum 22°C, with high humidity.

13.2 Taking into account the tropical weather and the formality of the Meeting, participants are suggested to wear suitable attire such as *guayaberas* or similar, combining suitable elegance and comfort.