

ITU WRC-19 Regional Workshop for Region 2:

Havana, Cuba, 21-23 March 2018

PRACTICAL INFORMATION

1 Introduction

This document provides information about the event, as well as practical guides for your visit to Havana in order to participate in the ITU WRC-19 Regional Workshop for Region 2

2 Event Venue

This Workshop will be held as part of the events of the XVII Informatica International Convention and Fair 2018 (Informatica 2018: <http://www.informaticahabana.cu/en>) to be held at the Havana Convention Center, located at: 146th Street, between 11 and 13, Havana 16046, Cuba.



3 Hotels

Hotel reservations will be made with Havanatur travel agency through the emails: sago@havanatur.cu and delisle@havanatur.cu.

The Ministry of Communications (MINCOM) of the Republic of Cuba has managed with the Hotels listed below the accommodation of the participants so that they offer the best quality/price ratio

It is requested to communicate the reservations made to the following email address: meilam.wena@mincom.gob.cu using the forms provided for this purpose.

It is important that you make your reservation as soon as possible. They must include a credit card number. You will receive a confirmation message when your reservation has been accepted by the hotel. In case of not attending the meeting, the reservation must be cancelled sufficiently in advance.

HOTEL	CATEG	ROOM	RATE	COMMENTS
(1) Hotel Four Points Address: Avenida 5ta, Miramar, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	5 Stars	Single Double	US\$ 293,00 US\$ 220,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance..
(2) Hotel Memories Miramar Address: Avenida 5ta entre 72 y 76, Miramar, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	5 Stars	Single Double	US\$ 193,00 US\$ 136,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance..
(3) Hotel Nacional Address: Calle 21 y O, Vedado, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00AM	5 Stars	Single Double	US\$ 250,00 US\$ 179,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance.

HOTEL	CATEG	ROOM	RATE	COMMENTS
(4) Hotel Meliá Cohiba Address: Avenida Paseo entre 1era y 3era, Vedado, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	5 Starts	Single Double	US\$ 315,00 US\$ 193,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance..
(5) Hotel Meliá Habana Address: Avenida 3era entre 76 y 80, Miramar, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	5 Starts	Single Double	US\$ 315,00 US\$ 193,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance..
(6) Hotel H10 Panorama Address: Avenida 3era y calle 70, Miramar, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	4 Starts	Single Double	US\$ 150,00 US\$ 122,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance.
(7) Hotel Palco Address: Calle 146 entre 11 y 13, Reparto Siboney, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	4 Starts	Single Double	US\$ 98,00 US\$ 83,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance.
(8) Hotel Starfish Montehabana Address: Avenida 70 entre 5ta y 7ma, Miramar, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	4 Starts	Single Double	US\$ 136,00 US\$ 108,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance.

HOTEL	CATEG	ROOM	RATE	COMMENTS
(9) Hotel Habana Libre Address: Calle L esquina 23, Vedado, La Habana, Cuba Check In: 2:00 PM Check Out: 11:00 AM	3 Stars	Single Double	US\$ 243,00 US\$ 150,00	Includes accommodation per person per night with breakfast, transfer airport / hotel / airport, daily transfers to and from the event venue and personalized assistance.

4 Airport-City Transportation

The **Havanatur** travel agency includes within the offer of hotels, airport/hotel /airport, as well as daily round trip transfers to the venue and personalized assistance.

It is essential that when you contact the agency to make the reservation of lodging, send the details of your air ticket to guarantee your transportation.

5 Passaports & visas

The visitor must have a valid passport or a travel document issued with his/her name and the corresponding visa or Tourist Card. The countries with which Cuba maintains free visa agreements are exempted. Tourist Cards can be requested before Cuban consular representations, and also in travel agencies and airlines. They are of two types: for individual tourists or for tourists traveling in groups.

Business trips, journalism, extended stays or work, require special visas, so you should contact the Cuban Consulates or Embassies.

Further information at: <http://www.cuba.travel/en/useful-information/regulations-and-formalities>

6 Health insurance:

As of May 1st 2010, Cuban authorities require travel insurance to cover the country with medical expenses coverage.

When traveling to Cuba you can buy insurance of this type in your country of origin, prior to the trip, or you can acquire it upon arrival in Cuba, at the point of entry to the country.

Further information at: <http://www.cuba.travel/en/useful-information/health-and-security-in-cuba>

For any special needs, please go to the contact point indicated in No. 16.

7 Currencies and Banks

The **national currency in Cuba is the Cuban Peso (CUP)**, which is equivalent to 100 cents. There are circulating bills of 1, 3, 5, 10, 20, 50, 100, 200, 500 and 1000 pesos, as well as fractional coins of 1 and 3 pesos and of 1, 2, 5 and 20 cents. The Cuban Convertible Peso (CUC) also circulates, used as a means of exchanging foreign currencies according to the officially established exchange rates.

Currently, one unit of the Cuban Convertible Peso (CUC) is equivalent to 24 units of the Cuban Peso (CUP). The CUC are not valid or changeable outside of the Cuban territory.

For **tourist services the currency used is the CUC**, with which they have access to all available products and services.

The **exchange of currencies** for convertible pesos (CUC), according to the current exchange rate of the different currencies based upon on their fluctuation in the world market, can be made in airports, banks, hotels, exchange houses (CADECA) and large stores or shopping centers.

There are also the Banks and ATM networks spread out the different locations in the different tourist destinations.

In Cuba you can use some credit cards (Visa, MasterCard, Access, Eurocard, Banamex, among others, with their specifications) although it is recommended to always carry cash.

More information: <http://www.cuba.travel/en/useful-information/cuban-currency>

8 Internet Access

A wireless network will be available for attendees, in the meeting rooms during the event.

9 Official Language

In Cuba, the official language is Spanish.

10 Local Time

GMT-5

11 Electricity

The electricity in Cuba is 110 volts, at 60 Hz.

The plug type A is the standard, however you can also find outlets for type B plugs.

Type A, NEMA 1, 2 Poles



Type B, NEMA 5, 3 Poles



12 Weather

Cuba's climate is tropical, seasonally humid, with maritime influence and semi-continental features; however, other climatic times located in the mountain systems and on the coasts coexist.

It is defined in two periods: little rainy and rainy.

Further information at: <http://www.cuba.travel/en/about-cuba/weather-of-cuba>

13 Driving

In Cuba, you drive in the right lane.

14 Tips

It is customary to leave 10 % of the amount of the service in cafeterias and restaurants and to give a tip to concierges and valets.

15 Emergency Numbers

Emergencies National Police: 106

International Clinic "Cira Garcia ": 7204 0330, 7204 2811

Fire Dept.: 105

16 Local Contacts for the Event

The host administration has assigned as contact persons of the Ministry of Communications (MINCOM):

Isabel Greenup Lozada: isabel.geenup@mincom.gob.cu

Lissette Pérez Pérez: lissette.perez@mincom.gob.cu

Elaine Grenet Albernas: elaine.grenet@mincom.gob.cu
