



*International Civil Aviation Organization*  
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE  
**Sixth Central Caribbean Working Group Meeting (C/CAR WG/6)**  
Havana, Cuba, 20 to 24 February 2006

C/CAR WG/6-IP/01

22/12/05

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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Site and dates of the meeting

1.1 The working sessions of the Sixth Central Caribbean Working Group Meeting (C/CAR WG/6) will take place in room Tenerife of the Meliá Habana Hotel, Havana, Cuba, from 20 to 24 February 2006. The Instituto de Aeronáutica Civil de Cuba (IACC), Cuban civil aviation authority and host of the Meeting, has made the necessary coordination so that participants may lodge at the Melia Habana Hotel.

1.2 The Melia Habana Hotel is located in the residential zone of Miramar, at the Playa municipality, west part of the capital, in Av. 3<sup>rd</sup>. between 76 y 80, near the International Commerce Centre, where most of the Airline Offices and hotels like Panorama, Chateau, Occidental Miramar hotels and others are located.

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### 2. Meeting Coordinator

2.1 For general coordination matters of the Meeting, participants may contact Ms. Esperanza Orta López, Chief of the Economic Administrative Department of the IACC.

Postal Address : Calle 23 No. 64, Vedado, Havana, Cuba.  
Telephones: (537) 55 1130 y (537) 834 4949, extension 2300  
Fax: (537) 834 4571  
E-mail: [dea@iacc.avianet.cu](mailto:dea@iacc.avianet.cu)

### 3. Participants Registration

3.1 The delegates registration will take place on Monday 20 February 2006, from 08:30 to 09:15 hours at the Tenerife room of the Melia Habana Hotel. For identification purposes participants are required to use the identification badge during all the meeting sessions.

4. **Opening of the meeting**

4.1 The opening session of the meeting will take place on Monday 20 February 2006 at 09:15 hours at the Melia Habana Hotel.

4.2 Working session will be held from 09:00 to 14:30 approximately, depending on items to be dealt with.

5. **Temperature**

5.1 During the month of February, the temperature in Havana is: average 21.6°C, high 27EC and low 17.2EC. The average humidity is 79%.

6. **Electricity**

220 Volts.

7. **Money exchange and credit cards**

7.1 The Cuban Peso is the national currency but cannot be exchanged to other currencies. There is also the Convertible Cuban Peso (CUC), which is equivalent to US\$0.82 cents (subject to variation). For visitors, prices are shown and paid in Convertible Cuban Pesos.

7.2 For other foreign currencies, it is recommended to exchange at the Cuba National Bank Agencies.

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

8. **Lodging**

8.1 As expressed in para. 1, the Melia Habana Hotel is suggested for the participants and those accompanying them. In order to reserve the necessary number of rooms at the hotel, please make your reservations as soon as possible, not later than **10 January 2006**, preferably through the Meeting Coordinator (whose data appears under paragraph 1.2), informing the first names and surnames of the participants (and of those accompanying them), number of rooms (single, double), date and city of arrival at Cuba, flight number, time of arrival, as well as date of departure. If you prefer to handle the reservations, please indicate that you are a delegate of the OACI event of IACC or a delegate to the Sixth Meeting of the Central Caribbean Working Group.

8.2 Fees for the Melia Habana Hotel are as follows:

| <b>Kind of room</b>             | <i>Meliá Habana Hotel</i>                                   |
|---------------------------------|-------------------------------------------------------------|
| Single/double room<br>(5 stars) | CUC\$ 88.00<br><i>(Buffet breakfast and taxes included)</i> |

8.3 These are special fees for the meeting participants and will apply from **18 to 26 February**.

#### 9. **Information of other available hotels**

| <b>HOTEL</b>                                                                                  | <b>ROOM SINGLE/DOUBLE</b>                                             |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>PANORAMA HOTEL</b><br>Ave. 3ra y 70, Miramar, Playa<br>Havana, Cuba<br>(4 stars)           | CUC\$ 95.00 / CUC\$ 120.00<br><b><i>Includes buffet breakfast</i></b> |
| <b>OCCIDENTAL MIRAMAR HOTEL</b><br>Ave. 5ta y 72, Miramar, Playa<br>Havana, Cuba<br>(4 stars) | CUC\$ 100.00 / CUC\$ 130.00<br><b><i>Inluces buffet breakfast</i></b> |

#### 10. **Cuban visa**

10.1 Participants may obtain a Cuban visa through the Cuban Embassy in their countries. If necessary, please contact the Meeting Coordinator providing the necessary information to handle the visa.

#### 11. **Transportation to/from the airport**

11.1 Participants may arrange their own transportation from the Jose Marti International Airport, Terminal 3 to the Melia Habana Hotel and vice versa by using official taxis from the airport to the Hotel. The rate from the Airport to downtown is approximately of CUC25.00.

#### 12. **Airport tax**

12.1 The Cuban departure airport tax is CUC 25.00 (international flights).

13. **Medical assistance**

13.1 Medical assistance is available 24 hours at the Melia Habana Hotel. Information on Hospitals, Emergency Centers and Policlinics is available at the Hotel upon request.

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