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DELEGATES' INFORMATION NOTE

When

The CBU 2016 Annual General Assembly will start on **Monday, October 24**, and end on **Thursday, October 27, 2015**. On **Friday October 28**, delegates are invited to the Fun Day activity.

Where

The Opening Ceremony, Welcome Reception and working sessions will take place at the **Hotel Nacional**. Social activities will take place at other venues in Havana. Please refer to the Conference Programme for more information.

Accommodation & Meals

The CBU has arranged for a block booking and negotiated discounted room rates for AGA delegates. The Conference Hotels are the **Hotel Nacional and Hotel Capri**.

<u>HOTEL NACIONAL – ROOM TYPES</u>	<u>ROOM RATES PER PERSON PER NIGHT (US)</u>
Standard room – single occupancy	\$165.00
Standard room – double occupancy	\$125.00
Standard room – triple occupancy	\$100.00
Executive room – single occupancy	\$195.00
Executive room – double occupancy	\$155.00
Executive room – triple occupancy	\$140.00

<u>HOTEL CAPRI – ROOM TYPES</u>	<u>ROOM RATES PER PERSON PER NIGHT (US)</u>
Standard room – single occupancy	\$165.00
Standard room – double occupancy	\$115.00

These rates are only available to participants who book through CBU and cannot be guaranteed for reservations made after June 24, 2015.

If you contact the hotel directly you may be told there are no rooms available. If the hotel does accept a booking, it will be quoted at higher rates than given above.

Registered AGA delegates will receive:

- Complimentary breakfast
- Coffee breaks
- Lunch and
- Complimentary entry to the Welcome Reception

WiFi access is available at the Hotel Nacional for USD 7.00 per hour and at the Hotel Capri for USD 2.00 per hour.

Contact Information

Hotel Nacional: Calle 21 y O, Vedado, Plaza, Ciudad de la Habana, Cuba, Postal Code:10400; **Telephone:** (53-7) 836 3564 EXT 67; **Website:** www.hotelnacionaldecuba.com/en/

Hotel Capri: Calle 21 entre N y O, La Habana, Cuba.; **Telephone:** (53-7) 839 7200
Email: reservas1@capri.gca.tur.cu

Flight Arrangements

The CBU has negotiated **preferential airfare** for Assembly delegates travelling on Copa Airlines, the official airline of the AGA. The fifteen percent (15%) discount is valid for the event attendee and one (1) travel companion.¹ Discounts are valid for travel up to 5 days before and after the AGA dates.

In addition to Havana, Copa Airlines serves a number of Caribbean destinations including Aruba, the Bahamas, Belize, Curacao, Haiti, Jamaica, St. Maarten and Trinidad & Tobago.

Tickets must be purchased through an authorized travel agency, at a Copa Airlines office, through Copa's 24-hour telephone reservation center or on the website www.copa.com. However, **discounts will not be available on the website until the end of May 2016**. Please see attached information for the preferential fare code for CBU delegates.

Delegates should plan their travel to arrive in Havana in time for the Opening Ceremony on Monday, October 24, 2016 at 9.00 a.m.

Transfers on Arrival & Departure

ARRIVING AT JOSE MARTI INTERNATIONAL AIRPORT (JMIA)

The journey time by car from JMIA to the Hotel Nacional and Hotel Capri is about forty (40) minutes. Taxis are available from the airport. The fare is CUC 25 per taxi.

Delegates who prefer to travel on the **CBU-arranged group shuttles** to and from the hotel are asked to pay USD 35.00 per passenger, each way.

The airport information desk is in the public concourse, on the ground floor. There is also a tourist information desk, INFOTOUR in the main concourse.

Visas

CARICOM passport holders are NOT subject to visa obligations to enter Cuba.

Participants who are **NOT CARICOM passport holders** may be subject to visa requirements and are strongly advised to send a scanned copy of their passports to admin@caribroadcastunion.org for preparation of an invitation letter to assist with the visa process.

¹ Discounts are valid for the published airfare available at the time of purchase. Discounts are not valid for promotional fares and may not be combined with any other promotion.

Currency The official currency for visitors to Cuba is the Convertible Peso or CUC. **1 USD = 0.87 CUC.** The Convertible Peso is a closed currency, which means it cannot be purchased outside of Cuba. However, CUC's can be obtained at the Cadeca (Money Exchange Bureau) at the airport on landing in Cuba, or at the hotel.

Credit cards can be used freely in Havana, once they are issued by a bank outside of the United States.

Conference Facilities Hotel facilities are accessible to wheelchairs. Fully adapted accommodation for disabled persons is limited.

For any **special needs** – including dietary requirements - please include the information in the registration form.

Ground Transportation & Tipping Taxis: Are widely available and can be requested at the hotel front desk.
Tipping in Cuba is generally not required, but is appreciated in restaurants and cafés.

Business Hours Supermarkets, pharmacies specialty shops and banks are located around Havana, including in the district of Vedado where both of the conference hotels are located.

Shops: Monday thru Saturday from 10.00 a.m. to 5.00 p.m.; on Sundays from 10.00 a.m. to 1.00 p.m.

Banks: Monday through Friday from 8.30 a.m. to 3.30 p.m.; closed on week-ends.

CAMBIOs: Monday to Saturday from 9.00 a.m. to 3.00 p.m.

Weather & Time Zone Cuba has tropical weather. Temperatures usually range from 25 C to 34 C.

The summer in Cuba is from June to August with temperatures that can reach 38 C in the Eastern regions. December, January, and February are the coolest months of the year in Cuba where the average maximum daily temperature is 25 C, and averages 18 C at night.

Cuba's time zone is GMT/UTC - 5h during Standard Time and GMT/UTC - 4h during Daylight Saving Time.

Meeting Attire Business wear, suitable for a tropical climate, is recommended. However, working sessions will be in air-conditioned rooms and delegates should dress appropriately for these sessions.

Social Events AGA delegates are invited to attend the **Welcome Reception** in the Tananaga Room of the Hotel Nacional at 7.30 p.m. on Monday, October 24. Attendance is free of cost to all registered participants.

Delegates interested in attending the **Caribbean Broadcasting Awards and Dinner** on Tuesday October 25 are required to register. The cost is USD 45 per person.

The CBU has negotiated a special rate for delegates interested in attending the **cabaret show, La Parisien** at the Hotel Nacional at 9.00 p.m. on Wednesday, October 26. The cost per person is USD 35 to attend the show. An additional charge is applied for guests wishing to have dinner during the show.

On Thursday, October 27 the CBU has arranged a **visit to Old Havana including shopping for art and craft in La Feria**. Participants should budget USD 40 per person for the cost of the tour and transportation.

On Friday, October 28, registered conference delegates are invited to participate in the Fun Day, a **tour to Pinar del Rio**. The cost is: USD 70 and includes: ground transportation, lunch and entry to the attraction. Transportation leaves at 8.00 a.m. and returns to Havana at 4.00 p.m.

Useful Contacts

For any further assistance regarding administrative and logistical arrangements for this event, please contact:

CBU Secretariat

Ms Angela Savoury +1(246) at

Email: admin@caribroadcastunion.org

Or Ms Sally Bynoe at +1(246)4301007

Email: info@caribroadcastunion.org

Fax: 246 2289524

Annual General Assembly Local Organising Committee Secretariat

The LOC AGA Secretariat will be located at the Hotel Nacional and begin operation on **Friday, October 21.**

The Secretariat is located in the Puerto Principe Room on the ground floor of the Hotel Nacional.