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INFORMATION NOTE CBU – ICRT MEDIA TRAINING WORKSHOPS May 25 – 29, 2015

When

The CBU – ICRT Media Training Workshops will take place from Monday, May 25 to Friday, May 29 in Havana, Cuba.

Where

The main location for the training will be the Centro de Estudios de la Radio y la Televisión. (CERT). The address is Calle I, No.258, entre 13 y 15, Vedado, La Habana.

Accommodation & Meals

Special rates have been arranged for trainees' accommodation at the Vedado Hotel. The hotel **address** is: Calle O, entre 23 y 25 Vedado, La Habana. The **telephone** number is: 53 78330293/ 5378364072.

Through the Cuban Tourism Authority, ICRT has made a block reservation at the hotel for trainees. The **preferential rate for registered participants**, inclusive of breakfast, is US\$ 40 per night double occupancy or US\$ 50 per night single occupancy.

The preferential room rate is dependent on availability and cannot be guaranteed for registration received after **April 9, 2015**. Participants should send their completed registration form to info@caribroadcastunion.org no later than April 9, 2015.

Check-in is from 16:00 hrs and check-out is 14:00 hrs.

Registered trainees will receive:

- Complimentary breakfast
- A night-time city tour of Habana Vieja
- Dinner on the night of the tour, and
- Ceremony at Morro-Cabaña Fortress

On the days of the training, ICRT has arranged for **lunch** at a special daily rate of US\$ 10.00 per person.

Travel Arrangements

Persons attending beginner level courses should plan travel to arrive in Havana in time for the start of their classes at 9.00 am on Monday May 25, 2015. Persons attending advanced level courses should arrive in time for the start of their sessions on Thursday, May 28, 2015.

Airlines travelling to Havana, Cuba include:

- COPA Air from Panama <http://www.copaair.com/sites/ca/en/>
- Cayman Airways from the Cayman Islands <https://www.caymanairways.com>

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TRAINEES' INFORMATION NOTE

Transfers on Arrival

ARRIVING AT JOSÉ MARTÍ INTERNATIONAL AIRPORT

The journey time by car from the JMIA to the *Vedado Hotel* is about forty (40) minutes.

ICRT, in collaboration with the Cuban national tourism authority has arranged for group shuttles to the hotel. The fare is US\$ 15.00 per passenger.

Visa

It is important that participants check passport and visa requirements for Cuba in due time before departure. **CARICOM passport holders are NOT subject to visa obligations** to enter Cuba.

Participants who are **NOT CARICOM passport holders** may be subject to visa obligations. If you do not hold a CARICOM passport you are strongly advised to send a scanned copy of your national passport to info@caribroadcastunion.org for preparation of an invitation letter to assist with the visa process.

Further information will be provided shortly on countries whose citizens require visas.

Hotel & Conference Facilities

For any special needs, including dietary requirements, please include the information in the registration form.

Currency

The official currency for visitors to Cuba is the Convertible Peso or CUC. 1 CUC = 1 USD

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.

Weather & Time Zone

Cuba has tropical weather. Temperatures range from 24°C to 30°C (75°F to 85°F).

Cuba is located in the Eastern Time Zone (UTC-05:00)

Workshop Attire

Casual wear suitable for a tropical climate is appropriate. However, class rooms will be air-conditioned and trainees should dress appropriately for these sessions.

Useful Contacts

For any further assistance with administrative and logistical arrangements for this event, please contact: the CBU Secretariat by email: info@caribroadcastunion.org or telephone 1 246 4301007.