



XXIII LACAC ORDINARY ASSEMBLY

(La Habana, Cuba,
19 to 21 November, 2018)

GENERAL INFORMATION

1. Site and date of the event

XXIII LACAC Ordinary Assembly will be held in La Habana, Cuba, 19 to 21 November, 2018:

MELIA COHIBA HOTEL
Calle Paseo entre 1ra y 3ra
Vedado
Minicipio Plaza de la Revolucion

2. Registry of Participants

Registration of participants will take place at the site of the event, on Monday, 19 November from 09:00 to 12:00 hours.

Participants should pre register submitting form to clacsec@icao.int, before November 9th, 2018.

3. Opening session

The Opening Session as well as the First Plenary Session will be held on Monday 19 November at 16:00 hours.

4. Documentation

The documentation of the events will be posted on the LACAC's website <http://clacsec.lima.icao.int/>, as it is available.

5. Dress code

Formal clothing for the opening session and casual clothing for the working sessions are suggested.

The working language of the Assembly will be **Spanish**. Simultaneous interpretation to **English** will be available during all sessions.

6. Local Time

Local time is UTC/GMT – 5.

Business hours are Monday to Saturday from 09:00 to 18:00 hrs. and ATMs are available 24 hours a day.

7. Temperature

During November, the temperature in La Habana changes approximately from 20 to 27° Celsius. Sea temperature is about 28° C, with possibility to bathing during this month.

8. Electricity

Standard output voltage is in the range of 110/120 volts.

9. Exchange Rate and Credit Cards

Local currency is Cuban Convertible Peso (CUC). At present the exchange rate is approximately 1 for US\$ 1. American dollars in cash has a tax of 10%. For more information please visit http://www.bc.gob.cu/espanol/tipo_cambio_metropolitano.asp

International credit cards not issued by banks in United States are commonly accepted in hotels, shop and restaurants:

- Visa
- MasterCard

10. Travel documents

Participants could get visa in Cuban Consulate in their countries. If you need more information please contact Ms. Yaimar Gomez Silva (537) 838-1170, Ext. 3024 or by email to yaimar.gomez@iacc.avianet.cu

11. Taxes and tips

Tipping is not included in the bill and it is usually considered 10% of the consumption value.

12. Security Recommendations

The safety recommendations are common to every city, such as carrying only the necessary money, no valuable jewelry, ask the hotel of choice in taxi services to travel insurance.

14. Lodging alternative

Reservations should be made directly with the hotel of your choice.
It is advisable to book as soon as possible.

MELIÁ COHÍBA HOTEL (VENUE OF THE MEETING)

Ms. Arianny Rivero Fernández
Jefe de Reservas.
Tel: (+537) 833-3636 ext. 2732.
Fax: (+537) 834-4555.
E-mail: reservas1.mco@meliacuba.com

Ms. Evelyn González Romero.
Teléf.: (53) 7833-3636 ext. 2620.
Fax: (53) 7834-4555.
E-mail: ventas1.mco@meliacuba.com

Special Rates

Prices expressed in CUC
Per night/day, breakfast included

Single room: 125 CUC
Double room: 160 CUC
The Level single room: 175 CUC

The Level doublé room: 220 CUC

HOTEL NACIONAL DE CUBA

Reservations:

Teléf: +537 838-0294, +537 836-3564 ext. 598

Fax: +537 836-5171

E-mail: reserva@hotelnacionaldecuba.com

HOTEL RIVIERA

Teléf.: +537 836-4051.

E-mail: reserva@gcrivie.gca.tur.cu

15. Contact Information

Civil Aviation Authority of Cuba - IACC

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Latin American Civil Aviation Commission - LACAC

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Secretary of LACAC
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