



Meeting of the
**Presiding Officers
of the Regional
Conference on Women**
in Latin America and the Caribbean
Havana, 5-6 October 2017

**FIFTY-SIXTH MEETING OF THE PRESIDING OFFICERS OF THE
REGIONAL CONFERENCE ON WOMEN IN LATIN AMERICA AND THE
CARIBBEAN**

Havana, 5-6 October 2017

GENERAL INFORMATION



UNITED NATIONS

ECLAC

PRESENTATION

The fifty-sixth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in Havana on 5 and 6 October 2017.

The purpose of this document is to provide delegates with useful information to facilitate their work at the meeting.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters that you may wish to ask before or during the event.

1. General information on Cuba

Location

Cuba lies west of the North Atlantic Ocean. To the north of the country are the Straits of Florida and the Old Bahama Channel; to the east, the Windward Passage; to the south, the Caribbean Sea; and to the west, the Yucatán Channel. The island of Cuba makes up most of the land area of the Republic of Cuba. The island is 1,250 km long and 191 km across at its widest point and 31 km at its narrowest point.

Climate

Havana has a warm tropical climate. In October, the average temperature in the city is 30°C / 82°F.

Official site of the Ministry of Foreign Affairs of Cuba: <http://www.minrex.gob.cu/>

Useful information

| | |
|--------------------|---|
| CURRENCY | Two currencies are in circulation in Cuba. The Cuban Convertible Peso (CUC) is used in 99% of transactions. The exchange rate is 1 CUC = US\$ 1, but all exchange between United States dollars and CUC is subject to a 10% tax. For that reason, it is best to travel with euros. The other currency in circulation is the Cuban peso, which is used to pay for goods at markets or for shared taxis, among other things. Both currencies can be used in most shops and restaurants. The exchange rate is 24 Cuban pesos = 1 CUC, US\$ 100 are equivalent to approximately 86 CUC (including commissions and the 10% tax) and 100 euros are equivalent to around 110 CUC. Visa and MasterCard credit cards are accepted, providing that they are not issued by United States Banks or their branches in other countries. Both cards can be used to withdraw money from banks and ATMs. |
| LOCAL TIME | UTC/GMT -4 hours. |
| ELECTRICITY | 110 volts. |
| WATER | Visitors are advised to drink bottled mineral water, since tap water, although drinkable, can upset the balance of bacterial flora. |
| TAXIS | Delegates are advised to use official taxis. |

2. Meeting venue

The fifty-sixth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in the meeting rooms of the historic Hotel Nacional de Cuba in Havana.

3. Meeting coordination

The fifty-sixth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Cuba, through the Federation of Cuban Women.

Questions on substantive and operational matters related to the meeting may be addressed to the following staff members of ECLAC and the Federation of Cuban Women:

| | |
|--|---|
| Pamela Villalobos (+56) 2 2210 2162 pamela.villalobos@cepal.org | Social Affairs Officer Division for Gender Affairs ECLAC (substantive information) |
| María Eugenia Johnson (+56) 2 2210 2667 mariaeugenia.johnson@cepal.org | Supervisor Conference Services Unit, ECLAC (logistical aspects) |
| Paula Warnken (+56) 2 2210 2651 paula.warnken@cepal.org | Protocol Assistant, Secretary of the Commission ECLAC |
| Carolina Jara (+56) 2 2210 2749 carolina.jara@cepal.org | Assistant Division for Gender Affairs ECLAC (operational aspects) |
| Yanira Kuper Herrera (+53) 7 838 2772 rriifmc@enet.cu | Member of the National Secretariat International Relations Federation of Cuban Women |

4. Hotel reservations

The ECLAC Conference Services Unit has reserved a limited number of rooms at special rates in the hotel where the meeting is being held:

HOTEL NACIONAL DE CUBA (5*)

Standard single room: 120 CUC
Standard double room: 146 CUC

(Includes breakfast)

Esquina Calle O y 21, Vedado,
La Habana, Cuba
Telephone: (+53) 7 836 3564
Website: <http://www.hotelnacionalde-cuba.com>

Contact:

Yamila Fúster Évora, Hospitality and Public Relations Manager

hospitalidad@gcnacio.gca.tur.cu

Telephone: (+53) 7 836 3564, ext. 168

Brenda Loveiro, Marketing Specialist

comercial3@gcnacio.gca.tur.cu

Telephone: (+53) 7 836 3564, ext. 192

Reservations: reserva@gcnacio.gca.tur.cu ; reservas1@gcnacio.gca.tur.cu

reservas2@gcnacio.gca.tur.cu ; reservas3@gcnacio.gca.tur.cu

Reservations should be made directly with the hotel by **15 September 2017**. After that date, the hotel reserves the right to modify the rate and cannot guarantee room availability. Please use the form on page 6 to make a reservation.

Delegates are responsible for their own reservations. It is therefore advisable to check that the hotel has processed your reservation and to request a reservation number or confirmation code.

A credit card number is required to make the reservation. Hotels in Cuba apply a “no show” policy; cardholders may cancel reservations up to 24 hours in advance, failing which they will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

5. Entry requirements for Cuba

For those nationalities that require a visa, holders of regular, diplomatic or official passports should contact the nearest Cuban embassy or consulate, where they will be informed of the formalities to be completed. Citizens of countries with which Cuba maintains a visa waiver agreement are exempt from this requirement.

6. Local transport

Delegates are responsible for their own transportation between the airport and the hotel.

Participants entitled to transport services provided by their countries' diplomatic mission in Cuba should contact that mission directly.

7. Registration of participants

An online registration system will be available on the ECLAC website (<http://www.cepal.org/es/eventos/56a-reunion-la-mesa-directiva-la-conferencia-regional-la-mujer-america-latina-caribe>) from 1 September 2017. Online registration does not exempt delegations from the requirement of providing official notification of the name of the head of delegation and all accompanying members.

Accreditation will begin at 8.30 a.m. on Thursday, 5 October, in the lobby of Salón Vedado of the Hotel Nacional. Participants will be issued with an identification badge, which, for security purposes, must be kept visible and shown at all meetings.

For further information on accreditation, please contact Paula Warnken (paula.warnken@cepal.org, (+56) 2 2210 2651).

8. Internet

The offices and meeting rooms set aside for the conference will have wireless Internet access (Wi-Fi).

9. Languages

The official language of the meeting will be Spanish. Simultaneous interpretation into English will be provided.

10. Medical services

The Government of Cuba will provide first aid services in case emergency medical assistance is required at the meeting venue. Participants should make the meeting coordinators aware of any medical needs.

11. Security

The Government of Cuba will provide a special security service for participants at the meeting venue and in the surrounding area.



NACIONES UNIDAS

CEPAL

HOTEL RESERVATION REQUEST FORM

FIFTY-SIXTH MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL
CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN

Havana, 5-6 October 2017

| | | | |
|---|-------------|--|--|
| Nombre/Name: | | Apellido/Last Name: | |
| Dirección/Address: | | | |
| Ciudad/City: | | País/Country: | |
| Teléfono/Telephone: | Fax: | Correo electrónico/E-Mail: | |
| Hotel Nacional de Cuba (*****) Esquina Calle O y 21, Vedado, La Habana, Cuba. Telephone: (+53) 7 836 3564 Contact: Yamila Fúster Évora hospitalidad@gcnacio.gca.tur.cu ; Brenda Loveiro comercial3@gcnacio.gca.tur.cu reservas3@gcnacio.gca.tur.cu | | Single room <input type="checkbox"/> 120 CUC (Cuban Convertible Pesos) Double room <input type="checkbox"/> 146 CUC (Cuban Convertible Pesos) Reservations: reserva@gcnacio.gca.tur.cu reservas1@gcnacio.gca.tur.cu reservas2@gcnacio.gca.tur.cu reservas3@gcnacio.gca.tur.cu <i>Includes breakfast.</i> | |
| Fecha de llegada al país/Date of arrival: | | Núm. de vuelo/Flight No.: | |
| Fecha de salida del país/Date of departure: | | Núm. de vuelo/Flight No.: | |

**Autorizo el uso de la siguiente tarjeta de crédito a fin de garantizar mi reserva de hotel/
I authorize the use of the following credit card to secure my reservation:**

| | | | |
|--|--------------------------------------|--|--|
| MasterCard <input type="checkbox"/> | Visa <input type="checkbox"/> | Otra/Other <input type="checkbox"/> | |
| Núm. de tarjeta de crédito/Credit card No.: | | | |
| Fecha de vencimiento/ Expiration date: | | | |

Reservations should be made directly with the hotel by **15 September 2017**. In order to qualify for the special negotiated rate, delegates must specify when making their reservations that they will be attending the fifty-sixth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean.