69th Meeting of the Regional Commission for the Americas and Seminar: Enhancing Tourism Development through Innovation in Community-Based Tourism
Varadero, Cuba
29-30 April 2024

INFORMATION NOTE

1. PLACE AND DATES

The Seminar: "Enhancing Tourism Development through Innovation in Community Tourism", will be held on Monday, 29 April from 2:30 p.m. to 5:00 p.m. at:

Convention Center Plaza America
Autopista Sur, Km 11 ½. Varadero.
Provincia Matanzas
Contact:
+53 45 668181

The 69th meeting of the UN Tourism Regional Commission for the Americas (CAM) will be held on Tuesday, 30 April, from 10:00 a.m. to 5:00 p.m. at:

Hotel Meliá Internacional - 5 ****
Avenida Las Américas, Km 1, Varadero
Matanzas Province
Contact:
+53 45 623100
melia.internacional@meliacuba.com

2. REGISTRATION

The participation form, prepared for this purpose, is available at the following link:
https://www.unwto.org/americas/69th-meeting-of-un-tourism-regional-commission-for-the-americas

Participants are kindly requested to complete it by 22 April. For any questions or requests for additional information, please contact the following officials:

<table>
<thead>
<tr>
<th>Ministry of Tourism of Cuba</th>
<th>UN Tourism</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ms. Marivel Perez Perez</strong></td>
<td><strong>Regional Department for the Americas</strong></td>
</tr>
<tr>
<td>Head of International Relations</td>
<td>Tel.: + 34 91 567 81 77</td>
</tr>
<tr>
<td>Phone: (53) 7836-4085</td>
<td>E-mail: <a href="mailto:rdam@unwto.org">rdam@unwto.org</a></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:marivel@mintur.tur.cu">marivel@mintur.tur.cu</a></td>
<td>Web: <a href="http://www.unwto.org">www.unwto.org</a></td>
</tr>
<tr>
<td>Web: <a href="http://www.cubatravel.tur.cu">www.cubatravel.tur.cu</a></td>
<td></td>
</tr>
</tbody>
</table>

| **Ms. Carmen Casal Sanchez** | |
| International Relations Department | |
| Phone: (53) 7840-1217 | |
| E-mail: carmen.casal@mintur.gob.cu | |
| Web: www.cubatravel.tur.cu | |
3. CUBA TRAVEL REGULATIONS

To enter Cuba it is required to fill out the following digital form: [https://www.dviajeros.mitrans.gob.cu](https://www.dviajeros.mitrans.gob.cu). After completing the form the traveller will receive a QR code that must be presented upon entering the country.

The requirements for travelling to Cuba are:

- Valid passport
- Visa or Tourist Card
- Travel insurance with medical coverage
- Round-trip flight ticket

For more information on entry formalities, participants are invited to consult the list of Cuban diplomatic missions below and to contact the nearest diplomatic mission.

a) The Cuban Government will offer courtesy visas to the Ministers and High Authorities participating in the events, which must be requested at the respective Cuban consulates.

b) The rest of participants and nationals of UN Tourism member countries who require a visa must contact the embassies whose details appear below:

<table>
<thead>
<tr>
<th>Country</th>
<th>Embassy</th>
<th>Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td><strong>Address:</strong> Virrey del Pino 1810 e/ Arribeños y 11 de septiembre. Belgrano, Capital Federal. CP 1426EGF. Buenos Aires, Argentina.</td>
<td>Ambassador: Mr. Pedro Pablo Prada</td>
<td>(54-11) 4782-9049/47829089 <a href="mailto:secretaria@ar.embacuba.cu">secretaria@ar.embacuba.cu</a></td>
</tr>
<tr>
<td>Bahamas</td>
<td><strong>Address:</strong> Collins Ave. 61 Miller House, Nassau, Commonwealth of the Bahamas</td>
<td>Ambassador: Mr. Julio Cesar Gonzalez Marchante</td>
<td>(1242)356-34-73 <a href="mailto:cubanembassy@coralwave.com">cubanembassy@coralwave.com</a></td>
</tr>
<tr>
<td>Barbados</td>
<td><strong>Address:</strong> No.13, Edgehill Heights, Phase 2, St. Thomas, BARBADOS, WI</td>
<td>Ambassador: Ms. Yanet Stable Cardenas</td>
<td>(1246) 271 9209 <a href="mailto:embabdos@caribsurf.com">embabdos@caribsurf.com</a> <a href="mailto:consulcuba@caribsurf.com">consulcuba@caribsurf.com</a></td>
</tr>
<tr>
<td>Bolivia</td>
<td><strong>Address:</strong> Calle Gobles No. 6246, entre 11 y 12, Bajo Irpavi, Zona Sur. La Paz</td>
<td>Ambassador: Mr. Danilo Tomás Sánchez Vázquez</td>
<td>(591) 2721646 / 2115018 recepció<a href="mailto:n@embacubabol.com.bo">n@embacubabol.com.bo</a> <a href="mailto:secretariabol@embacubabol.com.bo">secretariabol@embacubabol.com.bo</a></td>
</tr>
<tr>
<td>Brazil</td>
<td><strong>Address:</strong> SHIS QI 05, Conj. 18, Casa 1, Lago Sul Brasilia</td>
<td>Ambassador: Mr. Adolfo Curbelo Castellanos</td>
<td>(61) 3248-4710 / 3248-4517 <a href="mailto:embacuba@uol.com.br">embacuba@uol.com.br</a> <a href="mailto:oficonsulgeral@uol.com.br">oficonsulgeral@uol.com.br</a></td>
</tr>
<tr>
<td>Country</td>
<td>Address</td>
<td>Ambassador</td>
<td>Phone Numbers</td>
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</tr>
<tr>
<td>Chile</td>
<td>Address: Los Leones 1346, Providencia, Santiago de Chile</td>
<td>Ambassador: Mrs. Mercedes Vicente Sotolongo</td>
<td>(562) 2596 8550 <a href="mailto:emcuchil@embacuba.cl">emcuchil@embacuba.cl</a></td>
</tr>
<tr>
<td>Colombia</td>
<td>Address: Carrera 59a # 92-54 Chicó. Bogotá D.C.</td>
<td>Ambassador: Mr. Javier Caamaño Cairo</td>
<td>621-7054 , 621-6116 <a href="mailto:embacuba@co.embacuba.cu">embacuba@co.embacuba.cu</a></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Address: Sabana Norte, del ScotiaBank 300 norte Casa No. 3.</td>
<td>Ambassador: Mr. Jorge Rodríguez Hernandez</td>
<td>(506) 2290-3283(506) 2291-1604 <a href="mailto:secretaria@embajadacubacr.com">secretaria@embajadacubacr.com</a> <a href="mailto:embajador@embacubacr.com">embajador@embacubacr.com</a></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Address: Calle Francisco Prats Ramírez No. 808 (Antigua Hatuey) El Millón Santo Domingo</td>
<td>Ambassador: Mr. Angel Arzuaga Reyes</td>
<td>809 537 2113 <a href="mailto:embadorn@codetel.net.do">embadorn@codetel.net.do</a></td>
</tr>
<tr>
<td>Ecuador</td>
<td>Address: Mercurio No.365 e/ La Razón y El Vengador, Batán Bajo, Quito, Ecuador</td>
<td>Ambassador: Mr. Basilio Antonio Gutiérrez García</td>
<td>Embassy: (593) 2226 0981 / 2245 6936 / 2243 0594 / 2226 2312 <a href="mailto:secretaria@embacuba.ec">secretaria@embacuba.ec</a></td>
</tr>
<tr>
<td>El Salvador</td>
<td>Address: Calle Arturo Ambrogui No. 530, esquina a Avenida El Mirador, Colonia Escalón. San Salvador.</td>
<td>Ambassador: Mr. René Ceballo Prats</td>
<td>(503) 250 80457 and (503) 2508 0455 <a href="mailto:embajador@sv.embacuba.cu">embajador@sv.embacuba.cu</a> <a href="mailto:embacuba@sv.embacuba.cu">embacuba@sv.embacuba.cu</a> <a href="mailto:consulado@sv.embacuba.cu">consulado@sv.embacuba.cu</a></td>
</tr>
<tr>
<td>Guatemala</td>
<td>Address: Avenida Las Américas 20-72 zone 13, Guatemala</td>
<td>Ambassador: Mr. Nazario Alfredo Fernández Biosca</td>
<td>(00502) 2361 0030 <a href="mailto:embajador@gt.embacuba.cu">embajador@gt.embacuba.cu</a></td>
</tr>
<tr>
<td>Haiti</td>
<td>Address: Rue Marion·No. 3, Peguy Ville, Port-au-Prince</td>
<td>Ambassador: Carlos Moya Ramos</td>
<td>22563504/03 <a href="mailto:secretaria@ht.embacuba.cu">secretaria@ht.embacuba.cu</a> <a href="mailto:consul@ht.embacuba.cu">consul@ht.embacuba.cu</a></td>
</tr>
<tr>
<td>Honduras</td>
<td>Address: Colonia Lomas del Guijarro, CalleLOS Eucaliptos, No. 3720. Tegucigalpa MDC, Honduras C.A.</td>
<td>Ambassador: Mr. Juan Roberto Loforte Osorio</td>
<td>(504) 2239-3778 <a href="mailto:embajador@hn.embacuba.cu">embajador@hn.embacuba.cu</a></td>
</tr>
<tr>
<td>Jamaica</td>
<td>Address: 9 Trafalgar Road Kingston 5, Jamaica.</td>
<td>Ambassador: Mr. Fermín Gabriel Quiñones Sánchez</td>
<td>(876) 978-0930 and 978-0931, (876) 946-1786 (876) 619-1442 and 619-1443, (876) 978-7015 (Consular Office) <a href="mailto:embacubajam@cwjamaica.com">embacubajam@cwjamaica.com</a> <a href="mailto:jmissoni@cwjamaica.com">jmissoni@cwjamaica.com</a></td>
</tr>
<tr>
<td>Country</td>
<td>Address</td>
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<td>Phone Numbers</td>
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</tr>
<tr>
<td>Mexico</td>
<td>Address: Presidente Masarik, No. 554, Colonia Polanco, Delegación Miguel Hidalgo, CP 11560, Mexico City.</td>
<td>Ambassador: Mr. Marcos Fermín Rodríguez Costa</td>
<td>(52) 62367693 (55) 62368732</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>Address: 3ra entrada Las Colinas, 400 varas arriba, 75 al sur</td>
<td>Ambassador: Mr. Jorge Luis Mayo Hernández</td>
<td>(52) 227 0742 / 2276 2307</td>
</tr>
<tr>
<td>Panama</td>
<td>Address: Ave. Cuba y Calle Ecuador. Bellavista. Ciudad de Panamá.</td>
<td>Ambassador: Mr. Víctor Manuel Cairo Palomo</td>
<td>(507) 227 0359 (507) 227 5277 (507) 225 0243</td>
</tr>
<tr>
<td>Paraguay</td>
<td>Address: Calle Abelardo Brugada Nº 888, casi Avenida Brasilia. Barrio Jara, Asunción</td>
<td>Ambassador: Mr. Francisco Bartolomé Fernández Peña</td>
<td>(59521) 222 763</td>
</tr>
<tr>
<td>Peru</td>
<td>Address: Coronel Portillo No.110, San Isidro, Lima</td>
<td>Ambassador: Mr. Carlos Rafael Zamora Rodríguez</td>
<td>(511) 512-3400 (511) 512-3414 or 512-3413</td>
</tr>
<tr>
<td>Trinidad and Tobago</td>
<td>Address: 74 Elm Avenue, Bayshore, Westmoorings, Port of Spain. Trinidad and Tobago. West Indies. P.O.Box. 1779</td>
<td>Ambassador: Mr. Gustavo Daniel Veliz Olivares</td>
<td>(868) 633-3268 and 632-8691</td>
</tr>
<tr>
<td>Uruguay</td>
<td>Address: Feliciano Rodríguez 2690 entre Francisco Socia y Gral Espartero. Montevideo</td>
<td>Ambassadress: Mrs. Zulan Popa Daniel</td>
<td>27079404 and 27070035</td>
</tr>
<tr>
<td>Venezuela</td>
<td>Address: Calle Roraima entre Río de Janeiro y Choroni Quinta Marina Urbanización Chuao Caracas</td>
<td>Ambassador: Mr. Dagoberto Rodríguez Barrera</td>
<td>(0212) 991-6661 and (0212) 212 991-8655</td>
</tr>
</tbody>
</table>
c) Once the participation form has been duly completed, visa applications must be submitted, accompanied by the following documents:

- Copy of passport.
- Document from UN Tourism confirming registration, as a participant, in the 69th session of the UN Tourism Commission for the Americas and in the Seminar.

d) Participants who require a visa will not have to pay processing fees when submitting their application and its processing will be fast-tracked.

e) If there is no Cuban embassy or consulate in the delegates' country of residence, they may receive a visa free of charge upon arrival at José Martí International Airport (HAV), provided they have presented the documentation indicated in paragraph b) above.

4. TRANSPORT

The official tour operator of the event is Havanatur, which will manage the transportation and accommodation of the participants.

**Havanatur Contacts:**

<table>
<thead>
<tr>
<th>Mr. Roldan Leyva Alfonso</th>
<th>Mr. Reinier Arredondo Despaigne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events &amp; Incentives Department</td>
<td>Events Marketing Specialist</td>
</tr>
<tr>
<td>Havana Tour and Travel Branch</td>
<td>Events &amp; Incentives</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jd.eventos@havanatur.cu">jd.eventos@havanatur.cu</a></td>
<td>Havanatur Tour and Travel, Havana</td>
</tr>
<tr>
<td><a href="mailto:eventos@havanatur.cu">eventos@havanatur.cu</a></td>
<td>E-mail: <a href="mailto:esp1.eventos@havanatur.cu">esp1.eventos@havanatur.cu</a></td>
</tr>
<tr>
<td>Phone: (+53) 7 204 7412</td>
<td>Phone: (53) 7-201-9831</td>
</tr>
<tr>
<td>7 201 9780</td>
<td>Mobile: (+53) 50923321</td>
</tr>
<tr>
<td>7 201 9861</td>
<td></td>
</tr>
<tr>
<td>Mobile: (+53) 5 268 0138</td>
<td></td>
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</tbody>
</table>

Havanatur will organize the transfer of the participants, both upon arrival and departure from Cuba, at the corresponding airport, to the hotels mentioned below, and for the activities of the programme.

In order to allow the local authorities to organize the transfer service, participants are requested to provide the relevant information in the participation form mentioned above, in part 2 (Registration), indicating their arrival, departure and accommodation details.

5. ACCOMMODATION

Participants of the 69th meeting of the Regional Commission for the Americas (CAM) and the Seminar will be able to benefit from preferential rates at the hotels selected for the event, which are as follows:

**Hotels in Havana**

- Hotel Royalton Habana
- Hotel Nacional de Cuba
  [https://hotelnacionaldecuba.com](https://hotelnacionaldecuba.com)
- Hotel Meliá Cohiba

All rates are per room per night and include breakfast.
Hotels in Varadero – All inclusive

Meliá Internacional Varadero

Meliá Las Américas

Meliá Varadero
https://www.melia.com/es/hoteles/cuba/varadero/melia-varadero

Services available at the Meliá Internacional Hotel (venue of the event in Varadero):

All-inclusive hotel, located on the seafront of the most spectacular beach in Cuba.

The Meliá Internacional Varadero hotel combines technology and unique design to offer the greatest comfort, whether in its modern rooms, in its varied gastronomic spaces or in its incredible recreational offerings.

Cuba is an exciting country, with beautiful tropical beaches. The Meliá Internacional in Varadero has:

- Endless beach, warm blue sea, white sand and the perfect Caribbean climate.
- Ideal location; ease of adding Havana to your travel itinerary.
- Universe of flavours; Creole and international aromas and cocktails that you will love.
- Exclusive and personalized; The Level service, differentiated for families or adults-only.
- Internet access included, via a Wi-Fi network.
- Distinctive spaces; modern Convention Centre and Yhi Spa with infinity pool.

For detailed information we recommend visiting their website:

* All rates are in U.S. dollars (USD).

It is recommended that participants book their rooms as early as possible and in any case before 20 April 2024.

It should be noted that, in order to benefit from preferential rates, participants must make their reservations directly and exclusively with Havanatur. They will also need to indicate that they are participating in the “UN Tourism” event.

Havanatur Contacts:

Mr. Roldan Leyva Alfonso  
Events & Incentives Department  
Havana Tour and Travel Branch  
E-mail: jd.eventos@havanatur.cu  
Phone: (+53) 7 204 7412 | 7 201 9780 | 7 201 9861 | 7 201 9777  
Mobile: (+53) 5 268 0138

Mr. Reinier Arredondo Despaigne  
Events Marketing Specialist  
Events & Incentives  
Havanatur Tour and Travel, Havana  
E-mail: esp1.eventos@havanatur.cu  
Phone: (53) 7-201-9831  
Mobile: (+53) 50923321
6. PROGRAMME OF SOCIAL ACTIVITIES

The programme of social activities will be the subject of a subsequent information note.

7. REGISTRATION AND BADGES

Access to the areas reserved for meetings will be allowed only to participants carrying their badges. Participants can obtain their badges at the registration desk at the Meliá Internacional Hotel, starting 29 May.

8. WORKING DOCUMENTS

The UN Tourism Secretariat will provide participants with the electronic version of the working documents of the 69th session of the UN Tourism Regional Commission for the Americas and the Seminar on the event's website.

Participants are informed that, in line with the United Nations system-wide policy of environmental protection, documents for the CAM meeting and the Seminar will not be distributed on paper at the venue. For this reason, participants are kindly requested to bring their own set of documents with them.

9. WORKING LANGUAGES

The working languages of the 69th session of the UN Tourism Regional Commission for the Americas and of the Seminar will be English and Spanish. Simultaneous translation will be available for both languages.

10. LIST OF PARTICIPANTS

A provisional list of participants, based on the responses received to the invitations, will be prepared by the UN Tourism Secretariat and circulated together with the decisions of the meeting of the Commission.

11. OTHER USEFUL INFORMATION

- **Climate**

Cuba has a seasonally humid warm tropical climate with maritime influence, which also presents features of semi-continentality. Its geographical location at a latitude very close to the Tropic of Cancer has an extraordinary influence on the reception of high levels of solar radiation that determines its warm character, with a rainy season in the summer.

- **Official time**

The time in Cuba is UTC -5 (GMT). Offices usually open around 8:00 or 9:00 a.m. and close at 5 p.m. Shops are open from 9:00 a.m. to 6:00 p.m.

- **Official currency**

The official currency of the Republic of Cuba is the Peso (CUP), which is equivalent to 100 centavos. Banknotes of 1, 3, 5, 10, 20, 50 and 100 pesos circulate, as well as fractional coins of 1 and 3 pesos.

In Cuba you can pay in different ways: in cash and in Cuban pesos, or with national or foreign bank cards.

To make purchases and pay for services, you can use Prepaid Cards in USD, which you can purchase at CADECA’s network of offices, airports, hotels and ports.


- **Language**

The official language of Cuba is Spanish.
- Safety and security

One of the strengths that characterize Cuban tourism is its safety and security, however, it is recommended to adopt the usual security measures. There is also a security force in the country that can be contacted through the emergency number 106.

- Banks

Banks are open Monday to Friday from 9:00 a.m. to 5:00 p.m. and Saturday from 9:00 a.m. to 1:00 p.m. In all hotels there is an exchange office.

- Electricity

Be sure to bring the necessary transformers and adapters with you. There are two types of outlets. In almost all of Cuba, the power supply is 110 volts alternating current at 60 hertz frequency (110V AC, 60Hz). In the case of the Varadero Internacional Hotel, the current in halls and rooms is 220 volts.

- Restaurants

Since its origins, Cuban cuisine has been the result of the confluence of the very factors that allowed the formation of nationality in the 19th century: the mixture of Spanish, indigenous and African customs with the subsequent influence of Asian and Yucatecan immigration.

The most representative dishes of Cuban cuisine are ajiaco and rice combinations with different ingredients, as well as roasted or fried pork, tostones or chatinos (pieces of green plantain crushed and fried), pork rinds, beef picadillo and ropa vieja.