Strengthening national   
capacities for safeguarding intangible cultural heritage

Training of trainers workshop  
Havana, Cuba  
28 March to 1 April 2011

Practical information

## Workshop Venue

Hotel Nacional de Cuba

Calle 21 esq. O, Vedado, Ciudad de La Habana, Cuba

Telephone: (537) 835-3896/836-3564

Fax: (537) 873-3899

Web: <http://www.hotelnacionaldecuba.com>

Check-in**:** 2:00 p.m. / Check-out: 12:00 noon

## Organizers

UNESCO Intangible Cultural Heritage Section

UNESCO Regional Office for Culture for Latin America and the Caribbean in Havana

With the support of the Cuban National Commission for UNESCO

## working languages

Spanish and English; bilingual interpretation will be provided.

## Participants

Approximately 35 (including 1 international trainer, 11 regional experts, 15 UNESCO staff members, 6 observers) as well as 3 aides.

## Meeting room

The workshop will be held in the TAGANANA room of the Hotel Nacional from 9:00 a.m. to 5:00 p.m.

The room will be provided with a computer connected to the Internet, and will be open to participants from 8:15 a.m. to 6:00 p.m.

## lodging

All participants will be housed at the Hotel Nacional.

UNESCO will cover all essential costs related to the workshop such as return air-ticket, medical insurance, lodging, meals and airport tax in Havana.

UNESCO will not cover extras such as telephone calls, mini-bar, laundry, internet, etc., which should be paid directly by participants when checking out of the hotel.

## Visa

A visa is necessary for traveling to Cuba. The Cuban National Commission for UNESCO is attempting to arrange courtesy visas, but if that is not possible, please request a tourist visa from the Cuban consulate in your country (approximately US$20).

## Formalities and Expenses

All visitors must pay an airport departure tax of $25 CUC.

UNESCO will not be responsible for additional expenses such as changes of itinerary, extra nights in the hotel, local transportation costs, etc.

If you have incurred any other expense that was previously authorized by UNESCO, you will be reimbursed only upon submission of official receipts for such costs, and you are encouraged to retain all receipts.

## Money

The currency valid for tourists and foreigners is the Cuban Convertible Peso (CUC).

The exchange rate for the CUC is US$1 = 0.87 CUC. Visitors are recommended to change euros or Canadian dollars into CUC. Official exchange agencies can be found in hotels, banks or CADECA (Casas de Cambio).

It is not safe to try to change money in the street. In some shops, it is possible to use Visa or MasterCard, as long as the card is not issued by a U.S. bank or an affiliate of a U.S. bank.

If you wish to extend your stay or acquire souvenirs, it is recommended that you do so using cash, since credit cards are not widely used in Cuba.

Upon arrival at the airport you will be given a lump sum in CUC for your expenses in the country.

## Safety

Cuba is a safe country, but it is necessary to always follow common-sense precautions. The number of the Police Department is **106**.

## Medical care

You must purchase medical insurance upon arrival at the airport, at the price of 2.50 CUC per day. This will be reimbursed upon presentation of the official proof of purchase.

There is a clinic for the use of foreign visitors, diplomats and foreign residents, located in Calle 20, esq.41, Miramar, Playa

Telephone**:** (537) 204-0330 or 31,Pharmacy 204-2880

## climate

In March, temperatures are mild, with high humidity. The temperature can vary between 20 degrees Celsius at night and 27 degrees during the day.

Both the Taganana meeting room and other areas of the Hotel have air conditioning. It is therefore recommended to bring a light jacket.

## públic transport

There is only limited public transport. Visitors are recommended to use the services of the officials taxi company *Cubataxi:* 855-5555

## Contacts

For any questions concerning the logistics of your travel to Cuba, lodging or registration, please contact:

UNESCO Regional Office for Culture for Latin America and the Caribbean, Havana Cluster Office

Ms Gilda Betancourt ([g.betancourt@unesco.org.cu](mailto:g.betancourt@unesco.org.cu)) and Ms Elsa Martin ([em.martin@unesco.org.cu](mailto:em.martin@unesco.org.cu))

Calle Calzada No. 551 esq. a D. Vedado. Ciudad de La Habana, Cuba.

Telephone: (53-7) 832 -2840 / 832-1787 ext. 116 and 121 respectively

Fax: (53-7) 833-3144

Questions concerning the programme should be directed to:

Ms Berta de Sancristóbal ([b.de-sancristobal@unesco.org](mailto:b.de-sancristobal@unesco.org)) Assistant Programme Specialist in the Section of Intangible Cultural Heritage or Mr Fernando Brugman ([f.brugman@unesco.org.cu](mailto:f.brugman@unesco.org.cu)), Regional Coordinator for Culture in the Havana Office.