



OLADE EVENTS IN CUBA
Havana, Cuba, October 26 – 30, 2009
INFORMATIONAL MEMO

ORGANIZATION

- OLADE will be holding the following events at the “*Hotel Nacional*” of Havana, Cuba, from October 26 to 30: Monday 26 – the Directive Committee No. 68; Tuesday 27 – the XXXIX Council of Experts and the II Latin American Energy Efficiency Seminar; Wednesday 28 and Thursday 29 – the IV Regional Energy Integration Forum (FIER 2009); and Friday 30 – the XL Meeting of Ministers of OLADE. The Ministerial Opening Ceremony will be held at the Vedado Room on October 30, 2009, at 8:30 a.m.
- There will be a parallel exhibit of Member Country experiences with energy efficiency and to promote the products and services of the FIER 2009 sponsors.
- The workday for the meetings will be from 8:30 a.m. to 1:00 p.m. and from 2:30 to 6:00 p.m.

CREDENTIALS AND REGISTRATION

- **CODI Meetings, Council of Experts and Meeting of Ministers:** Participants are reminded that, to certify themselves as delegates of their country or institution at the meetings, they should send or present a duly approved credential designating them as such.
- You can register to participate in the meetings by filling out **Annex A** and sending it to the OLADE Secretariat and the Cuban authorities at the following addresses:

OLADE: secretaria.ejecutiva@olade.org

Phones: (593–2) 253–1674 or 253–1573

Fax: (593–2) 2531691

CUBA: dagmar@minvec.cu
dolores.marrero@minvec.cu
georgina.fajardo@minvec.cu

Phones: (53–7) 202–4218 or 209–2828

Fax: (53–7) 2043183

- **Energy Efficiency Seminar and FIER 2009:** Those attending the Seminar and Forum may register through OLADE's Web page, or directly in the Baracoa Room set up for this purpose at the *Hotel Nacional*. See the agendas on OLADE's Web page.
- Meeting participants will be given ID cards upon registration. Only duly registered participants will receive ID cards, which will give you access to the meeting rooms and the facilities offered for you to participate in the events. A provisional list of participants will be handed out during the meetings and subsequently reviewed and corrected if necessary. OLADE's Secretariat will receive any corrections to these lists.

ENTERING AND LEAVING CUBA

- **Visas:** Delegations participating in the events should contact the Cuban Embassy or Consulate in their country. The Cuban Government will inform its representatives of these events and request their help in processing visas for those requesting it. Should there be no diplomatic mission in a given country, participants should contact the Cuban authorities and the OLADE Secretariat.
- It is essential for participants in the different events to complete **Annex B** of this Informational Memo and send it to the OLADE Secretariat and the Cuban authorities at least fifteen working days prior to the event, to the following addresses:

OLADE: secretaria.ejecutiva@olade.org
 Phones: (593-2) 253-1674 or 253-1573
 Fax: (593-2) 2531691

CUBA: dagmar@minvec.cu
 dolores.marrero@minvec.cu
 georgina.fajardo@minvec.cu
 Phones: (53-7) 202-4218 or 209-2828
 Fax: (53-7) 2043183

- **Customs:** Any participants in the events who bring equipment and materials to exhibit and distribute should send detailed information to the OLADE Secretariat and the Cuban authorities before **October 15**, at the following addresses:

OLADE: secretaria.ejecutiva@olade.org
 Phones: (593-2) 253-1674 or 253-1573
 Fax: (593-2) 2531691

CUBA: dagmar@minvec.cu
 dolores.marrero@minvec.cu
 georgina.fajardo@minvec.cu
 Phones: (53-7) 202-4218 or 209-2828
 Fax: (53-7) 2043183

- **Vaccines:** Cuba has no vaccination requirements for international travelers.
- **Arrivals:** Arrivals should be announced stating the time and date of arrival, airline, flight number, and any other pertinent information. This will help give you better service for immigration and customs procedures, as required. **Upon arrival at the “Jose Marti” International Airport, participants should go to the events window and contact the Cuban representatives waiting to take you to the hotel, who will be holding an OLADE sign.**
- **Departure: Please inform the Information Desk at the Baracoa Room of the *Hotel Nacional* of your plans for leaving the hotel.** Upon departure from Havana through the “Jose Marti” International Airport, you will be charged an airport tax of 25.00 CUC (Cuban Convertible Pesos). The information desks at the events will offer a return flight confirmation service and information on various tourism offerings.
- **Airlines operating in Cuba:** Information on frequencies and flight schedules to and from Cuba can be obtained by contacting the following airlines:

Aerocaribe, Aeroflot, Air Comex, Air Europe, Air France, Air Jamaica, Copa Airlines, Cubana de Aviación, Iberia, Lacsá, Lan, LTU, Martinair, Mexicana de Aviación, TAAG – Angolan Air Lines, Taca, and Virgin Atlantic Airways.

ACCOMMODATIONS

- Delegates are asked to confirm the attendance of their delegation and members, in order to hold hotel rooms if need be. September 30, 2009, has been set as the deadline for keeping hotel rooms blocked. After that date, reservations will be confirmed depending on hotel availability.
- Hotel reservations should be requested as soon as possible, using the form attached as **Annex C**, and sent to the address stated therein.
- The organizers have secured a preferential rate to accommodate all participants at the *Hotel Nacional*, located at *Calle O, esquina 21, Vedado*, Havana, Cuba. This five-star hotel, a flagship of Cuban tourism, offers its guests a complete infrastructure with all facilities, amenities and restaurants. For more information on the hotel, please visit its Web page at www.hotelnacionaldecuba.com or call (537) 836–3564 to –67.
- Special room prices for participants:
 - Single Room: 110 CUC per night (about US\$ 135)
Includes: Breakfast and lunch
 - Double Room: 150 CUC per night (about US\$ 185)
Includes: Breakfast and lunch
- Send your lodging request to secprotocolo@minvec.cu or protocolo@minvec.cu. You can also call us at (537) 203–0179 or (537) 209–2828, Ext. 581. Alternatively, contact OLADE at secretaria.ejecutiva@olade.org or elvia.ortega@olade.org

- Upon registration at the Hotel, please pay for your nights of lodging in cash and in CUC.

MEETING PROCEEDINGS

- **Working Languages:** English <> Spanish simultaneous interpretation services will be provided.
- The working papers for the CODI, Council of Experts and Meeting of Ministers will be available via the Internet on OLADE's Web page 30 days the meetings begin. Any papers prepared during the meetings will be handed out to those attending at the meeting hall. All Seminar and Forum papers will be handed out during the meeting and placed on OLADE's Web page at the end of the events.

PROVIDING SPEECHES AND PRESENTATIONS BEFOREHAND

- In order to facilitate the task of the Secretariat and the work of the interpreters, we would appreciate your providing the texts of your speeches and presentations beforehand at the OLADE Secretariat.
- Any delegations wishing to distribute other written materials relating to the meeting programs should deliver them to the OLADE Secretariat.

SERVICES

- **Tourism:** All delegates and guests will have travel and tourism information available at the meeting places.
- **Communications:** For international calls, in the areas around the meeting room there is an ample telephone network that takes phone cards. Internet service will be available at the "Puerto Príncipe" room set up especially for this purpose during the events (at no cost) and in the hotel rooms (at a cost).
- **Health:** A 24-hour medical and first aid service will be available on the second floor, room 272, of the Hotel.
- **Electricity:** Electricity in Cuba is 110 volts and 60 cycles.

CURRENCY EXCHANGE AND BANK SERVICES

- Cuba's official currency is called the Cuban Convertible Peso (CUC), whose US Dollar exchange rate is 0.80 CUC = 1.00 USD. Hotels and all types of services can be paid for in CUC. It is advisable to change cash to CUC upon arrival at the airport, or at hotels, banks and exchange counters.
- Euros, Canadian Dollars, Sterling Pounds, Swiss Franks, Yens, and US Dollars can be exchanged at the current international rate vis-à-vis US Dollars. A 10% surcharge is applied only in the case of US dollars.

- The following credit cards are accepted: Visa, MasterCard, Cabali, and Visa Electron, provided their main offices are not US banks.

WEATHER CONDITIONS

- Havana is located at approximately 23° 17' Latitude North and 82° 28' Longitude West, at sea level. In October, the average temperature is 26° Celsius, probably ranging from 23 to 28 degrees Celsius.

Thank you for your collaboration and participation in these events!

THE OLADE–CUBA ORGANIZING COMMISSION

**ANNEX A
CREDENTIAL FORM**

1. Full name
2. Country
3. Position
4. Institution
5. Postal address
6. Phone Fax
7. E-mail
8. Participating in:
 - CODI 68
 - XXXIX Council of Experts
 - Energy Efficiency Seminar
 - FIER 2009
 - XL Meeting of Ministers
9. In your capacity as:
 - Head of Delegation
 - Delegate
 - Speaker
 - Moderator
 - Logistics
10. Days you plan to stay in Havana:
from: to:

NOTE: Each participant is asked to please fill out this form and send it as soon as possible by e-mail or fax to the following addresses:

OLADE
secretaria.ejecutiva@olade.org
elvia.ortega@olade.org
Fax: (593-2) 253-1691
Phones: (593-2) 253-1673 or 253-1674

CUBA
Mrs. Dagmar Gonzalez Grau
National OLADE Coordinator
dagmar@minvec.cu
dolores.marrero@minvec.cu
georgina.fajardo@minvec.cu
Fax: (53-7) 2043183
Phones: (53-7) 202-4218 and 209-

ANNEX B

INFORMATION REQUIRED TO OBTAIN A VISA TO ENTER CUBA

1. Full name.....
2. Passport Number
3. Date of Birth
4. Place of Birth
5. Nationality
6. Passport issuance date
7. Authority issuing passport
8. Passport expiration date
9. Date of arrival in Cuba
10. Duration of stay in Cuba, in days
11. City and Country where the visa will be issued

NOTE: Each participant is asked to please fill out this form and send it as soon as possible by e-mail or fax to the following addresses:

OLADE
secretaria.ejecutiva@olade.org
elvia.ortega@olade.org
Fax: (5932) 2 531-691
Phones: (593-2) 253-1673
or 253-1674

CUBA
Mrs. Dagmar Gonzalez Grau
National OLADE Coordinator
dagmar@minvec.cu
dolores.marrero@minvec.cu
georgina.fajardo@minvec.cu
Fax: (53-7) 2043183
Phones: (53-7) 202-4218
and 209-2828

ANNEX C

FORM TO RESERVE ACCOMMODATIONS AND ANNOUNCE ARRIVAL

1. Full name
2. Passport
3. Country
4. Position
5. Institution.....
6. Phone Fax
7. E-mail.....
8. Data of arrival in Cuba:
Date Time.....
Airline / Flight No. Coming from:
9. Departure data: Date Time
Airline / Flight No. Destination:
10. Room Reservation:
Single
Double
11. Special Needs
12. Each participant is asked to please fill out this form and send it as soon as possible by e-mail or fax to the following addresses by September 30, 2009, in order to ensure hotel reservations: Your complete information with all flight details may be sent in prior to that date.

OLADE
secretaria.ejecutiva@olade.org
elvia.ortega@olade.org
Fax: (5932) 2531-691
Phones: (593-2) 253-1673 and 253-1674

CUBA
Mrs. Dagmar Gonzalez Grau
National OLADE Coordinator
dagmar@minvec.cu
dolores.marrero@minvec.cu
georgina.fajardo@minvec.cu
Fax: (53-7) 2043183
Phones: (53-7) 202-4218 and 209-2828