



2017

LOGISTIC MANUAL

18TH MEETING
OF THE MESO AMERICAN
AND CARIBBEAN SEA
HYDROGRAPHIC COMMISSION.

MACHC 18

27 NOVEMBER TO 2 DECEMBER 2017.
VARADERO, MATANZAS, CUBA.

18th MEETING OF THE MESO AMERICAN AND CARIBBEAN SEA HYDROGRAPHIC COMMISSION (MACHC18)

27 November – 2 December 2017, Varadero, Cuba

Logistics Information

The 18th Meeting of the Mesoamerican-Caribbean Sea Hydrographic Commission (MACHC18) will be held by the Hydrographic and Geodetic Service of the Republic of Cuba in Varadero, Cuba, from 29 November to 2 December 2017. As the organizer of the meeting, the National Office of Hydrography and Geodesy (ONHG) is pleased to welcome you to Varadero and provide the following logistical information. Please contact us if you require additional information or support.

Contact point of the Hydrographic and Geodetic Service of the Republic of Cuba: MSc. Diógenes López Almeida, Second Head of the Department of Hydrography and Aid to Navigation in the email: hg@unicom.co.cu, phone: (53) 7-209-0926.



Varadero is a city belonging to the municipality of Cárdenas, located in the Hicacos peninsula, province of Matanzas, 130 kilometers east of Havana. Punta Hicacos is the most northern place in Cuba, with about 30 km of extension, of which 22 km are beaches. In Varadero you will find the best beaches in Cuba and some of the best in the world.

The Cuban archipelago continues to witness innumerable events and activities both nationally and internationally, the variety of offerings, the beauty of its beaches, the climate and the hospitality of Cubans, has influenced the Island to be among the main destinations Tourist and official, for the holding of very high level meetings. That is why after 23 years of the first

Meeting of the Regional Hydrographic Commission of the Gulf of Mexico and the Caribbean Sea, currently MACHC, the Hydrographic and Geodetic Service of the Republic of Cuba, in coordination with the International Hydrographic Organization and the Meso American - Caribbean Sea Hydrographic Commission invites you to the 18th Meeting in Cuba.

1. PLACE OF MEETING:

The Meeting will be held at the Hotel Meliá "Marina Varadero", located at Autopista del Sur e Final, Hicacos Point, Varadero 42200, Cuba, within the area of the Marina Gaviota Varadero and 300 m from the beach. It is located 50 km from the city of Matanzas, 15 km from the town of Varadero, 5 km from the Plaza América Convention Center and 5 km from the Varadero Golf Club. The hotel is located in the following coordinates: Lat 23° 11,723' N, Lon 81° 07,791 'W.



2. OFFICIAL RECEPTIVE OF THE EVENT

GAVIOTA TOURS

Contacts: comercial10.ventas@gaviotatours.cu
comercial11.ventas@gaviotatours.cu

Reference: When contacting them please make reference to the MACHC18, Marina Varadero, Cuba.

OFFICIAL AIRLINE FOR THE EVENT

The Hydrographic and Geodetic Service of the Republic of Cuba nominated **Copa Airline**; as official transporter and we invite all participants to fly this airline to enjoy the following benefits:

- 15% discount for individual participants of the event, traveling on international routes operated by Copa Airlines and Copa Airlines Colombia, applicable to the airfare available at the time of purchase. Does not apply to promotional rates or combined with any other promotion.
- Valid discount for the event attendant and an accompanying person.
- Travel validity: from 5 days before and up to 5 days after the dates of the event.
- Mileage Accrual in the ConnectMiles frequent flyer program.

Air tickets can be purchased:

1. Directly in the Copa offices.
2. Calling the 24-hour telephone reservation center (Call center).
3. In the website: www.copa.com.

Those interested in booking their tickets with Copa Airline must contact the organizing committee in the emails: hg@unicom.co.cu, diogenes@unicom.co.cu to receive the code for the reservation with the above offers.

3. TRANSPORTATION AND AIRPORTS

For participants who accept the accommodation proposal at the Hotel Meliá "Marina Varadero", there are assistance and transfer from the international airport of Varadero ("Juan Gualberto Gómez"), 34 km (40 minutes) and from the international airport of Havana ("José Martí"), 139 km (2 hours) at no cost. To this end, on arrival please contact the representatives of Gaviota Tours, the official receptors of the event.

Participants who do not wish to stay at the proposed hotel can use taxi services at the airports at their own expenses, prices varies between 90.00 - 120.00 CUC from Havana to Varadero.

4. ACCOMMODATION RATES

For the event, the hosts block booked standard double and single rooms and in the price is included accommodation, food, transfer and assistance at the airport).

ROOM RATES

Double room 158.00 CUC per night per person

Single room 203.00 CUC per night, per person

Participants who do not wish to stay at the proposed hotel will be charged for lunch and transfers during the working sessions.

5. DOCUMENTATION

ON ARRIVAL TO CUBA, IN THE IMMIGRATION CONTROL YOU WILL BE REQUESTED:

- Passport with at least six months of validity before its expiration.

- Visa or tourist card issued less than sixty days prior to your trip.
- Mandatory health insurance.
Information about health insurance to travel to Cuba can be found at:
(<http://www.alojamientosencuba.com/seguro-medico-viaje-cuba.htm>)
- Return ticket to your country (or electronic ticket)

PASSPORT:

The passport must be valid for 6 months from the departure of your flight. It must be kept until leaving the country; and in case of loss you must immediately notify immigration to obtain a duplicate, upon payment of the corresponding fee.

VISA:

Countries that require a visa for any type of passport: Germany, Anguilla, Aruba, Bonaire, Canada, Curacao, Spain, France, Guadeloupe, French Guiana, Cayman Islands, British Virgin Islands, US Virgin Islands, Turks and Caicos Islands , Italy, Martinique, Montserrat, Norway, Portugal, Puerto Rico, United Kingdom, Saba, St. Bartholomew, Sint Eustatios, St. Martin (France), Sint Maarten (Netherlands).

Other regulations on the visa.

Visa requirement according to the type of passport:

País	Pasaporte	
	Diplomático	Oficial
Bahamas	No	No
Belize	No	No
Brazil	No	Si
Costa Rica	No	No
El Salvador	No	No
Guatemala	No	No
Guyana	No	No
Haiti	No	No
Honduras	No	No
Jamaica	No	No
México	No	Si
Nicaragua	No	No
Panamá	No	No
Dominican Republic	No	No
Suriname	No	No
Trinidad and Tobago	No	No
Venezuela	No	No

All persons traveling with an ordinary or current passport must carry a visa, except: Antigua and Barbuda, Barbados, Dominica, Grenada, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines.

For more information contact the Cuban embassy or consulate in your country.

HEALTH INSURANCE:

As of May 1, 2010, it is **mandatory to have medical insurance** to enter Cuba, and it is necessary to present the policy at customs to be able to enter the country.

There are many companies that offer these services at quite affordable prices.

If you arrive without health insurance you will be obliged to take out a policy with the state insurance company Asistur

6. CURRENCY

THE CONVERTIBLE PESO (CUC) is the currency of use in 99% of the occasions.

- It is equivalent to the US Dollar, but the exchange of Dollars to CUC is taxed in Cuba with 10%.
- We recommended to exchange to Euros in your country and BRING EUROS to Cuba. For 100 euros will give you (including commissions): 110 CUC approximately, depending on the exchange rate of the day
- For US\$ 100 you will get (including commissions and 10% tax) approximately 86 CUC.
- VISA and MASTERCARD credit cards are accepted provided they have not been issued by US banks nor their affiliates.
- With the above cards you can withdraw money from banks, CADECAS (official exchange offices, available at the hotel and airports) and at ATMs.
- Exchange some money to CUC before leaving the airport, at least for the first expenses and pay the taxi driver, should you require it. Demand small bills of 1, 5, 10, and 20 CUC.

7. WEATHER

The climate in Cuba is moderate subtropical with two distinct seasons. From November to April it is the dry season, which is less humid and somewhat cooler, with an average of high temperatures between 21 and 28 °C and an average of low temperatures between 18 and 24 °C; during the summer months the average temperature oscillates around 30 °C, with a slightly higher humidity.

Seawater Temperature in Cuba:

In Cuba you can bathe throughout the year, since the seawater temperature goes from 24 °C (in the months of February and March) to 26 °C (from June to December).

8. PLUGS AND VOLTAGE

In Cuba the plugs are of the American type with two flat blades, although in some hotels they also have plugs for round pins of European type.

In the hotel "Marina Varadero" the voltage is 220V/60Hz (Type C).



9. CUSTOMS POLICIES

The General Customs Office of the Republic of Cuba has among its mission the protection of the population, the Cuban industry and the environment, as well as the fight against drug trafficking, terrorism and smuggling; For which, various controls are applied to the people and goods entering and / or leaving Cuba.

What documentation do you request in Cuban Customs?

Cuba Customs will require the following documents:

- Travel insurance policy.
- National identity document.
- Passport with at least six months of validity before expiration.
- Tourist visa or tourist card issued less than 60 days prior to travel.
- Return ticket to your country.
- A valid address for accommodation.

What items can enter the country?

Cuba Customs allows you to pass with personal goods (including photographic material, binoculars, musical instruments, personal computers, camping tents, fishing rods, bicycles and sports equipment). To enter GPS equipment to the country you must first contact the National Office of Hydrography and Geodesy through the email: hg@unicom.co.cu.

What articles are prohibited in Cuba Customs?

Among the articles banned in Cuba are drugs and narcotics, explosives, pornography of any kind, light motor vehicles, endangered species and publications considered as a possible threat to the general interests of the country.

What restrictions do you have when taking articles from Cuba?

Export allowed:

- A box of up to 50 cigars (or 23 individual cigars) are tax-free.
- 5000 USD in cash (or an amount equivalent to your currency).
- Up to 3 bottles of liquor.
- Up to 200 cigarettes.

10. CAPACITY OF THE MARINA

The marina has a capacity of more than 1000 berths for yachts and 6 berths for up to mega yachts of length up to 60 m in a dock in final phase of construction. Water, electricity, fuel, laundry, showers, health and beach services are provided. They also offer specialized workforce for onboard work and smaller jobs and visa and police services.