



**Ministerio de Comunicaciones and  
the Caribbean Telecommunications Union**

**PRESENT**



# *Welcome* **Participants**

The Caribbean Telecommunications Union (CTU) and the Ministry of Communications, Cuba, welcome you to the **CTU's 21<sup>st</sup> Caribbean Internet Governance Forum and 4<sup>th</sup> Caribbean Youth Internet Governance Forum** co-located at the **Meliá Internacional Varadero Hotel, Cuba** from **Wednesday 20<sup>th</sup> to Friday 22<sup>nd</sup> August 2025**.

**[Click here for the Schedule at a Glance](#)**

- 20<sup>th</sup> - 22<sup>nd</sup> August 2025 - [21<sup>st</sup> Caribbean Internet Governance Forum](#)
- 20<sup>th</sup> August May 2025 - [4<sup>th</sup> Caribbean Youth Internet Governance Forum](#)

Note: Each meeting has its own registration, for which we highly encourage you to register early.



# Travel & Accommodation

Participants are encouraged to utilise the following guidance on **Visas, Accommodation and Transport** to ensure all necessary arrangements are in place for their comfort and security.



## Travel to Cuba

All travelers must possess a valid passport or travel document issued in their name, along with an appropriate visa or tourist card, unless they fall under Cuba's visa-free agreements.

**Tourist cards**, whether for individuals or groups, **can be requested at Cuban consular offices, travel agencies or airlines.** Those needing visas must [apply here](#).

Be sure to **complete the [D'Viajeros form](#)** at least **72 hours** before arrival.

Participants can take advantage of discounted flights to the event through **COPA Airlines** by using the discount code **B9478**.

The preferred entry point is **Juan Gualberto Gómez International Airport (Matanzas)**. However, participants can arrive into Jose Marti International Airport, which is close to Havana and a roughly two-hour drive from the event hotel.



## Hotel Booking

**Meliá Internacional Varadero** is the recommended hotel.

Single and Double rooms are available.

Contact [esp1.eventos@havanatur.cu](mailto:esp1.eventos@havanatur.cu) to make reservations



## Transportation

We **recommend arriving through the Juan Gualberto Gomez International Airport (Matanzas)**, however the cost of transportation from **Jose Marti International Airport to and from the Hotel will be negotiated with Havanatur Agency.**

To book transportation contact Reinier Arrendondo, Havanatur Specialist

Email: [esp1.eventos@havanatur.cu](mailto:esp1.eventos@havanatur.cu)

# General Information

**NB: Lunch and coffee breaks will be provided throughout the event.**

|                                      |                                                                                                                                                                                                                                                                                                           |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dress Code</b>                    | Business casual or casual attire is acceptable and recommended for most meetings.                                                                                                                                                                                                                         |
| <b>Special Requirements</b>          | To ensure their specific needs can be accommodated, delegates with allergies, accessibility and/or other unique requirements should contact the various hotels before making reservations.                                                                                                                |
| <b>Language &amp; Interpretation</b> | Spanish is the official language in Cuba. The event will be held with simultaneous English-Spanish translation.                                                                                                                                                                                           |
| <b>Climate</b>                       | Cuba is a tropical country, seasonally humid. In the month of August temperatures fluctuate between 24 and 35 degrees Celsius                                                                                                                                                                             |
| <b>Time Zone</b>                     | GMT-5.                                                                                                                                                                                                                                                                                                    |
| <b>In Country Mobile Line</b>        | CubacelTur is a temporary phone connection via a SIM card that lasts for 30 days from activation and includes an initial basic package with data resources, minutes and SMS. For further information, please refer to the following web page: <a href="http://cubaceltur.com/">http://cubaceltur.com/</a> |
| <b>Voltage</b>                       | 110V / 60 Hz (same as USA)<br>Type A North American/Japanese 2 Blade<br>Type B American 3-Pin                                                                                                                                                                                                             |
| <b>Tipping</b>                       | It is customary to leave 10% of the amount of the service in cafeterias and restaurants and to tip doormen and porters.                                                                                                                                                                                   |

# General Information

## Currency

The national currency in Cuba is the Cuban Peso (CUP). There are bills of 1, 3, 5, 10, 20, 50, 100, 200, 500 and 1000 pesos, as well as fractional coins of 1, 3 and 5 pesos and 5 and 20 cents. The exchange of freely convertible currencies (foreign currency) for Cuban peso (CUP) can be made at airports, banks, hotels, exchange houses (CADECA) and shopping malls. Note, the current exchange rate of the different currencies fluctuates with the world market.

To travel to Cuba, the traveler or tourist may bring in cash any foreign currency accepted by the Central Bank of Cuba to be exchanged for Cuban Peso (CUP) (US Dollar, Canadian Dollar, Euro, Swiss Franc, British Pound, Japanese Yen, New Mexican Peso). The Cuban Peso is not valid or exchangeable outside Cuban territory, so at departure you must exchange it. To make purchases and payments of services you can use the MLC Prepaid Cards..

Cards can be purchased at CADECA offices, airports, hotels and ports. They can be purchased in the currencies that CADECA quotes (US Dollar, Canadian Dollar, Euro, Swiss Franc, Sterling Pound, Japanese Yen, New Mexican Peso). Valid for the payment of goods and services in the commercial network such as hotel reservations, excursions, purchases in stores, airline tickets, car rentals, restaurant and cafeteria services, etc.

At the customer's request, the balance of the card can be reimbursed by the Exchange Houses (CADECA) in freely convertible currency, on exiting the country, at the international airports, in any of the foreign currencies accepted by the country. To look up the exchange rate, please go to: <https://www.cadeca.cu>

The following cards are also accepted for payment: Visa, Mastercard, Union Pay, Ocean Card, CABAL and American International Service (AIS). No cards issued by U.S. institutions work in Cuba.

# General Information

## Contact Information

Caribbean Telecommunications Union - CTU

CIGF related matters - [cigf@ctu.int](mailto:cigf@ctu.int)

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