

Havana

Let's get
together
and
talk!



1 ORGANISATION • 7 LANGUAGES • 30 DESTINATIONS • COUNTLESS MEMORIES...

WELCOME TO SPRACHCAFFE

You are obviously committed not just to having a holiday, but at the same time, also learning a new language or improving your skills in a language you already know. This is why we would like to send you our warmest congratulations! It is great when people want to make the world a bit smaller for themselves.

"If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language that goes to his heart." Nelson Mandela

It pleases us even more that you have chosen Sprachcaffe for your *language trip*. Lively teaching methods, a relaxed and stress-free atmosphere, learning through interaction and chatting (which helps you bond with others) - we have become experts with our 35 year experience in language teaching and with our 30 destinations worldwide.

In the enclosed documents you will find everything you need to know for your trip. **Please do not travel without this information sheet.**

We wish you a great holiday and lots of success

Your Sprachcaffe Team



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The Trip

Getting to Havana by plane: Your destination airport should be José Martí (La Habana). Please note that nearly all flights are now non-smoking. When packing please remember that on regular flights you are only allowed to take luggage weighing a total of 20 kg. For more information please contact your airline directly. Sprachcaffe wishes you a pleasant flight!

If you have booked a transfer: Our colleagues will welcome you at the destination airport in the arrivals hall. Please look out for a Sprachcaffe sign or a sign with your name. In case of extreme emergency, you should contact the CUBATUR tourist bureau /office at the airport. It's our partner in CUBA.

Our representative at the airport, Jose Marti, always wears a black or blue pullover with the Sprachcaffe logo on it.

Make sure that Sprachcaffe is informed of your flight number and the arrival time. In case of delays, we kindly ask you to be patient, as our team might also have to pick up other clients. Please make sure you have the transfer voucher with you.

We kindly ask you to inform us of your arrival time at least one week in advance. Please understand that we cannot guarantee a smooth check-in on the arrival day if we are not informed about arrival dates or delays!

If you have not booked a transfer: We recommend you to take a taxi from the airport to your accommodation (about 25CUC). We recommend to agree with the driver on a price beforehand. The distance between the airport and the Sprachcaffe facilities is about 30km. Due to overloading and technical problems the public transport is not reliable. Rental cars are a good alternative.

Please remember that arrival in Havana is usually on the booked arrival day (the Sunday before the beginning of the course) **between 9am and 10pm.**

If you can not arrive on this day or between times, reconfirmation from Sprachcaffe is compulsory! **This reconfirmation with us must be made not less than 5 days before your departure.**

Important!

Departure: On leaving the country you will be charged 25.00 CUC at the airport.

In case of an **emergency** please contact the following phone number: 00535 272 21 26 - Ivan or 00 53 5 242 25 73 - Sergio

INFORMATION FOR TRAVELERS TO CUBA

The Government of Cuba decided last February 16, that all travelers, foreign and Cubans living abroad, coming to the island from May 1, 2010 and thereafter shall take out a medical insurance policy.

To meet such requirement, travelers shall have a travel insurance which covers medical expenses or a policy for medical expenses with coverage in Cuba.

The insurance policy should be taken out at the home country of departure. Travelers, who, exceptionally, do not have insurance at arrival, could take out a policy of insurance and assistance from Cuban insurance companies at the airport, port or marina.

Travel insurance from Cuban insurance companies and most international insurance companies receive travel assistance services in Cuba from Asistur S.A, available 24 hours all year round.

Experience shows that over 80% of visitors to Cuba have insurance coverage, from companies at their countries of origin covering their medical expenses in Cuba.

Residents in the United States traveling to Cuba will have to take out their insurance policy at their home country of departure from Cuban insurance companies. The arrangement shall be made through agencies associated with Havantur-Celimar Company. US insurance companies do not provide coverage in the Cuban national territory.

Upon demand after their arrival, travelers shall present a policy, insurance certificate or travelling assistance card valid for the time span they will stay in Cuba.

Visitors to Cuba will not only find the natural beauty of the island and the proverbial hospitality of its people, but also absolute safety, which includes, of course, welfare and health. In case of any medical emergency, the Cuban health system guarantees the necessary medical care through a network of policlinics and hospitals, covering every corner of the island. Primary health care is provided in most of hotel facilities.

For more information when planning your trip to Cuba please, visit our web site or any Cuba embassy or consulate next to you, or any Cuban Tourism Office.

Likewise, you can visit (www.cubatravel.cu) or Asistur insurance company at (www.asistur.cu).

Accommodation

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

The first contact address on arrival in La Habana is written on your voucher. In general this will be your accommodation (Hotel or Guest House, and not the school).

Important: Please mark the name of your accommodation on your Visa / Tourist Card: **“Hotel Comodoro” or the name of your guesthouse.**

Apartments

If you have booked an apartment you will be accommodated in the Comodoro Hotel. Check-In time is starting at 3pm.

Address: Ave. 3ra. y 84, Miramar, Playa, Ciudad Habana, Cuba.

Phone: (53 7) 204 5551

Fax: (53 7) 204 2089

Internet-Homepage: www.cubanacan.cu

Location:

The hotel is located in a residential neighborhood of Miramar (the embassy area of Havana), only a few minutes away from the famous convention centre - Palacio de las Convenciones. The José Martí international airport lies within a 15 minute drive. The distance to the school is 2-3 kilometers. A daily transfer service to/ from the school is offered for free. A taxi to the city center costs around 10 CUC.

Hotel facilities:

The hotel complex offers several swimming pools, restaurants, bars, cafeteria as well as a pool bar. A small artificial beach belongs to the hotel complex, too. Furthermore, there are several leisure and sports facilities offered like gym, beach volleyball, sauna, tennis court, diving etc. (some for an extra fee). Sunbeds at the pool and the beach are with no extra charge. Only 50 meters away from the hotel there is a shopping complex with supermarket.

Apartment facilities:

Our apartments are located in the 2 storey bungalows which are surrounded by various pools and beautiful gardens. Each apartment has a terrace or balcony and consists of a living room with kitchenette, 2 bedrooms and 1 bathroom (this means that up to 4 persons share a bathroom). Apartments with 1 bedroom only are available on request. The bedrooms are spacious and have either twin beds or a king size bed. On request an extra bed fits in, too. The kitchen is fully equipped with fridge (minibar), oven, coffee machine, microwave, sandwich maker, cutlery, plates, glasses etc. All apartments have air condition, TV, telephone and a safe (for an extra charge- 2.00 CUC daily). A hair dryer is available, too.

Guest House / private home

This is a more economic accommodation option available; a simple, clean guest house where both double and single rooms are available.

Generally you will be staying in one of these three guesthouses, but it can also be a different one, with the same or a similar standard. You find the name and info on your voucher.

MIRIAM's Guest House.

Location: 82nd B St , at:524 , between 5th B St y 7th Ave , Miramar.
About 2 km from the School/Office. 30 minutes on foot, 10 minutes by bus.

Telephone: 00 53 7 203 86 40.

Contact Person: MIRIAM

Mobile: 00 53 5 258 42 85. (Contact Person: Orestes)

Rooms are equipped with Air conditioning Unit, and radio. Only the room with two beds got TV set and a small fridge. Two rooms share a bathroom in between. The third room got its own bathroom.

There is a reception room with a TV set. The main fridge is in the kitchen for the students' usage.

Homeowners: Miriam and Oreste (married couple over 50 years old). Miriam is a well known actress in Cuba; Orestes is a retired lawyer. They do not have children or pets. Laundry facilities are available. You can do it yourself or ask for this service to the Homeowner. Rates according to the items.

There is also a Kitchen service available. Please get in touch with Miriam if you want to use the kitchen or order meals.

ENMA & STELLA's Guest House

Location: 84th St, at: 312 between 5th Ave and 3rd A St, Miramar.
About 2 km from the School/Office. 30 minutes on foot, 10 minutes by bus.

Telephone: 00 53 7 203 88 15.

Contact person: ENMA

Rooms are equipped with Air conditioning Unit, small fridge, TV set (except for one room) and private bathrooms.

Homeowners: Enma and Estela (Single ladies over 60 years old). They are both retired.

There is a Laundry service available.

You can do it yourself or ask for the service to the Homeowner. Rates according to the items.

There is also a Kitchen service available. Please get in touch with Enma if you want to use the kitchen or order meals.

LUIS & MARIO's Guest House

Location: Calle 32, at: 704 between Calle 7 and Calle 17, Miramar, Playa-
(The house is located next door to the schoolbuilding)

Telephone: 0053-7-2035554

Email: raulmb@infomed.sld.cu

Rooms are equipped with Air conditioning unit and private bathrooms. There is a common area for all guests with a fridge, TV set, radio and telephone (only for national calls) and a garden.

Homeowners: Luis and Mario are both retired and in their sixties. They have a dog.

There is a laundry service available.

You can do it yourself or use the laundry service close to the house.

There is also a kitchen service available. Please get in touch with Luis or Mario if you want to use the kitchen or order meals.

Sprachcaffe La Habana PLUS

On the first day please be at the school by 08:15am.

If you live in the Aparthotel, there will be a bus departure at 08:00am and another one at 09:00am from the lobby. For new students our representative will be in the lobby to welcome you at 07:50am.

All course participants have to do a placement test to determine the language level. We kindly ask you to do the test online at home before you departure. On the first day of school you are informed of your group and the lesson will start immediately.

The address of the school is: **SPRACHCAFFE LA HABANA**
 Calle 32 N° 702, esquina Av. 7a,
 Miramar, La Habana
 CUBA
 Tel.: 0053 7204 5433
 0053-7-2045435
 Fax/Tel: 0053 7204 5435

Emergency number: 00535 272 21 26 - Ivan or 00 53 5 242 25 73 - Sergio

School office hours: Monday through Friday 09:00am to 06:00pm

The **school office** provides different services for the student, such as:

- Individual advice regarding the language course.
- Additional learning books can be borrowed.
- Please contact the team directly in case of problems, discontent or in case something did not turn out the way it should be. Our colleagues will help you in any way they can.
- On the notice board, you will find a list of activities planned by the school for the coming weeks.
- Reservation of hotels, rental cars and courses.

The school has **Internet** access at a price of 1.00 CUC every 15 minutes.

The Lessons

All teachers are so-called “native speakers”, this means they teach in their mother tongue. The teachers are your advisors: competent and committed. The topics of the lessons are varied. Our course teachers use materials such as newspaper articles and include socio-political topics, theatre or literature reviews as part of the teaching. We find communication, such as through dialogue, a valuable teaching method. It is, however, also necessary to teach grammar and vocabulary!

We offer four different types of courses:

- | | |
|--------------------|------------------------|
| • Part-Time course | 2 lessons of 45 min |
| • Standard course | 4 lessons of 45 min |
| • Intensive course | 6 lessons of 45 min |
| • Private lessons | 4 or 6 lessons per day |

We form the course groups according to the language level, which means that the standard or intensive course participants are in different groups. A student may change into a lower or higher level group after consulting the course teacher or following his/her recommendation. The maximum number of students in one group is 8.

Lessons are not held on the following public holidays in 2018: 01.01., 02.01., 05.01., 25.03., 29.03., 30.03., 14.04., 01.05., 25.-27.07., 10.10., 25.12.2018 Please note that lessons lost due to public holidays, late arrival or early departure will not be made up.

In general, your timetable be as follows: from Monday to Friday

Standard Course
09:30am – 01:00pm

Intensive Course
08.30am – 02.00pm

Part-Time Course
09:30am – 11:00am

The timetable may vary for organisational reasons. Depending on the number of students, lessons might take place in the afternoon! You will receive your timetable on your first school day after the placement test.

Dancing lessons

The salsa course takes place in our school building.

The salsa lessons will usually be held in the afternoons at 14:00, Mondays at 14:30. If we have enough participants there will be a second class right after the first one ends.

If your dancing lesson takes place at the “Casa de Tango” (Calle Neptuno, entre Galiano y Aguila, Habana Centro) you need to contact our school in Habana prior to your departure or on the first Monday after your arrival to receive your timetable.

ADAC open water diving

If you have booked the ADAC **open water diving** course only, please go to the school on your first day in the morning to receive your timetable.

Please note!

In the unlikely event the school won't be able to create a group course due to not having enough students at the same time/level, smaller group courses or single lessons for a reduced amount will be provided instead: 20 lessons = 12 lessons, 30 lessons = 18 lessons. Under the rare circumstances of being forced to cancel, all fees will be refunded. The minimum number of participants for examination preparation courses is 4 students.”

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

General information

Currency in Cuba

Currency changes took effect from Nov 8th 2004. The American Dollar is no longer accepted in Cuba. The direct consequences have been felt not by tourists but by Cuban people. Below is a summary of the changes:

American Dollars are not accepted. All stores that used to sell in American Dollars have changed to PESOS CONVERTIBLES (see below for the explanation of this term)

CUC 0.80 is the equivalent for every American Dollar changed, I mean (if you exchange Dollar into Pesos Convertibles)

If you exchange Canadian Dollar or Euro or any other strong currency into Pesos Convertible the exchange rate is 0.90 Peso Convertible for the equivalent for 1 Canadian Dollar. Euros rate varies daily

You can acquire 'pesos convertibles' at the airport, banks and at the Money Exchange Offices, called "CADECA" (you can find these offices everywhere in the city). In addition, the exchange of US dollars to 'Pesos Convertibles' will not be one-to-one (as before), but 1 US Dollar = 0.80 Peso Convertible (20% less). However, this penalty IS ONLY APPLIED TO US Dollars and NOT to any other foreign currencies such as Euros and Canadian dollars (among others). Other currencies will be exchanged according to the daily exchange rate of the international currency market.

In Cuba, the people trade every day with different foreign currencies as the Cuban Peso is very unstable. DO NOT EXCHANGE MONEY IN THE STREET WITH LOCAL PEOPLE BY ANY REASON.

Voltage

The voltage in Cuba is generally 110 volts, even though in some outlets you may get 220 volts, and they will be signed as such. US two prongs thin plug is the one used in Cuba, English and European plugs are, unfortunately, very hard to find.

Museums

Museo de la Educación: (Museum of Literacy) Empredaro #151, Habana Vieja. This museum, in Plaza de la Catedral, traces Cuba's achievements in the Great Literacy Campaign.

Museo Antropológico Montane: (Anthropological Museum) Calle San Lázaro, Vedado. Contains exhibits of pre-Columbian culture. **Museo y Archivo de la Música:** (Music Archives and Museum) Calle Capdevilla #1, el Aguiar y Habana, Centro Habana, tel. 80-6810. Exhibits trace the revolution of Cuban musical styles.

Museo de Armas: (Weapons Museum) Calle O'Reilly #2, Habana Vieja. Small arms spanning several centuries are displayed, including many owned (and used) by individuals of historical importance.

Museo de Arte Colonial: (Museum of Colonial Art) Calle San Ignacio #61, Habana Vieja. This fine museum contains stunning period furniture and decorations from the colonial era.

Museo de Artes Decorativas: (Museum of the Decorative Arts) Calle 17 #502. A splendid mansion displaying colonial period furniture and decorations.

Museo Casa Abel Santamaría: Calle 25 #154, Vedado. The house where the martyred revolutionary hero lived, and also headquarters for Fidel Castro's nascent M-26-7 movement.

Museo Casa Natal de José Martí: Calle Leon Pérez, Habana Vieja. The birthplace of national hero José Martí records his contributions to the cause of independence.

Museo de Ciencias Carlos Finlay: (Carlos Finlay Museum of Sciences) Calle Cuba #460, Habana Vieja. Honors the achievements of Cuban medical scientist Carlos Finlay and other noted Cubans in the field of science.

Museo de Ciencias Naturales Felipe Poey: (Felipe Poey Natural Sciences Museum) Calle Industria, Habana Vieja. Contains stuffed and pickled exhibits of Cuba's flora and fauna and traces aspects of pre-Columbian culture.

Museo de la Ciudad de Habana: (City Museum of Havana) Calle Tacón #1, Habana Vieja. This museum traces the development of the city from its earliest colonial days. Many fine exhibits from the Spanish period. A must-see.

Museo Nacional de Bellas Artes: (National Fine Arts Museum) Calle Animas, Habana Vieja. A splendid, if poorly illuminated, collection of Cuban paintings and sculptures, plus important works representing Impressionist and other major styles, as well as Latin America's largest collection of Greek, Roman, and Egyptian treasures. A must-see.

Museo Nacional de Música: (National Music Museum) Calle Capdevila #1, Habana Vieja. Instruments and scores spanning several centuries trace the evolution of Cuban music and the contributions of its finest composers and performers.

Museo Napoleónico: (Napoleonic Museum) Calle San Miguel #1159, Vedado. This splendid mansion houses personal possessions of Napoleon Bonaparte and other memorabilia relating to the French Emperor.

Museo Minusmático: (Numismatic Museum) Calle Oficios, Habana Vieja. Coins of the realm dating back centuries are displayed. **Museo Postal Filatélico:** (Postal/Philatelic Museum) Avenida Independencia, Plaza de la Revolución, tel. 70-5043. Displays a superb collection of Cuban and international stamps.

Museo del Pueblo Combatiente: (Museum of the Fighting People) Avenida 5ta #7201, Miramar. This strangely named museum tells the Cuban government's version of the counterrevolutionary struggles, including the CIA's Operation Mongoose and the mass exodus from Cuba in the wake of the Revolution.

Museo de la Revolución: (Museum of the Revolution) Calle Refugio #1, Habana Vieja. Housed in the former Presidential Palace, this museum is Cuba's most complete exhibition on the Revolution, with maps, weaponry, personal articles, photographs, the Granma, tanks, and warplanes. A must-see.

Parque Histórico Militar El Morro-La Cabaña: (El Morro-La Cabaña Historical Military Park) Carretera de la Cabaña, Habanas del Este. The MorroCastle and La Cabaña fortress are hulking testaments to Havana's military history. A must-see.

Museo Nacional del Aire: (National Air Museum) Avenida 212 y La Coronela, Cubanacán. A splendid array of military and civilian aircraft, plus models and exhibits recording notable moments in Cuban aviation history.

Museo Ernest Hemingway: San Francisco de Paula. The Nobel novelist's former home, Finca Vigía, has been left as it was when Hemingway died in 1961. A must-see.

Museo Histórico de Guanabacoa: (Historical Museum of Guanabacoa) Calle Martí #108, Guanabacoa. This museum of santería profiles the influence of slavery and African cultures on the evolution of Cuban culture and the syncretic Afro-Cuban cults.

Feedback

Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm> We always welcome ideas, tips and constructive criticism!

Address: **Sprachcaffe Languages PLUS**
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www.sprachcaffe.com

We wish you a wonderful stay and a successful language course!

**Your
Sprachcaffe Team**

CHECK LIST BEFORE DEPARTURE

Things you might want to think of when packing your luggage

Important travel items

- travel guide
- reading material
- dictionary
- cash, credit card. Mainly VISA or MASTERCARD. Any other CARD DOES NOT WORK in Cuba
- phone number of your credit card company, in case you have to block the card
- vaccination card
- inform Sprachcaffe about arrival time
- alarm clock
- sunglasses

First-aid kit

- sunscreen
- any medicine required
- insect spray
- medicine for stomach trouble
- plasters
- after-sun lotion
- tweezers

Travel documents

- identity card
- tourist card CUBA
- flight or train ticket
- student ID
- Sprachcaffe travel documents

Sport/Hobby

- camera
- extra film, extra memory card
- music / radio
- batteries
- sports equipment

Insurances

- travel health insurance
- luggage insurance
- insurance card from your car insurance
- phone number of your car insurance

Checklist for returning home

- Buy souvenirs for friends and relatives at home
- Exchange addresses with people in the course, teachers and host family
- Pick up course participation certificate
- Tidy and clean up the room
- Pack and check the rooms for anything left behind