

Application form to host an ESN event

CNR Havana

Havana, Cuba

2015



Juan Castro, 01/04/2015

We, the applying OC for **CNR Havana 2015**, hereby declare that all the information provided is correct, especially in terms of the budget. We know that we are bound to the promises we made here.



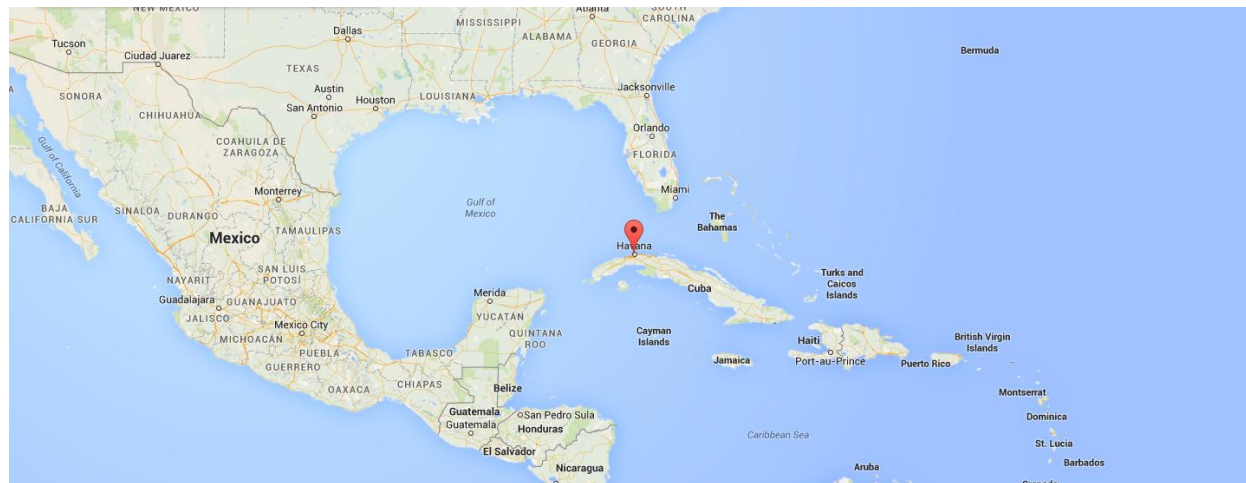
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Application form

A. Basic information about the event

1. Location



Havana, Cuba

2. Preferred dates

1st = 17-20/09/2015

2nd = 24-27/09/2015

3rd = N/A

3. Participation fee

Proposed fee = €70

Worst case scenario = €85

4. Number of participants

70 – 100 participants

5. Programme

Time	Thursday	Friday	Saturday	Sunday
7:30	Arrivals & pick-ups	Wake-up call	Wake-up call	Wake-up call
8:00		Breakfast @ Hotel	Breakfast @ Hotel	Breakfast @ Hotel
8:30				
9:00		Plenaries	Plenaries	Plenaries
9:30				
10:00				
10:30		Coffee break	Coffee break	Coffee break
11:00				
11:30		Plenaries	Plenaries	Plenaries
12:00				
12:30				
13:00		Lunch @ university	Lunch @ university	Lunch @ university
13:30				
14:00				
14:30		Plenaries	Plenaries	Plenaries
15:00				
15:30				
16:00	Tour of cigar making factory	Coffee break	Coffee break	Coffee break
16:30				
17:00				
17:30	Plenaries	Plenaries	Plenaries	
18:00				
18:30	Welcome Ceremony @ National Capitol	Free time	Free time	Free time
19:00				
19:30				
20:00		Dinner @ Sylvian		
20:30				
21:00	Relaxed night @ Jazz club		Eurodinner @ Restaurant 1830	Final celebration of Fidel's Birthday @ Presidential Mansion
21:30				
22:00				
22:30		Club night @ Carachi club		
23:00				
23:30				

B. Organising Committee (OC)

1. Organising section(s)

Name	Website	Facebook page
ESN Havana	http://www.esnhavana.org	http://www.facebook.com/esnhavana

2. Head of the OC

Juan Castro

Experience:

- Commander in Chief of the ESN Havana Local Board
- Head of the OC for the 4-day long NP Havana 2014, with an OC of 15 people
- Main organiser of Fidel's birthday party
- Events attended: NBM Havana 2013, AGM Kingston 2014, CNR Caracas 2014

3. Members of the OC

Name	Position	Related Experience	Events attended
Juan Castro	Head	Head of the OC for NP Havana 2014	NBM Havana 2013
Angel Castro	Vice-Head	Head of ESN RedStar OC	CNR Caracas 2014
Ricardo Martin	Accommodation	Works at the hotel	NP Havana 2014
Juanita Chavez	Social Programme	National Responsible Party coordinator	NP Havana 2014
Alejandro Iglesias	Treasurer	National Treasurer	NP Havana 2014

4. Reason for application

This event will be the concluding event in Fidel's month-long birthday celebrations and will coincide with our National Event: ESN RedStar.

C. Host City

1. General overview

Havana, Cuba	
Currency: Cuban Peso (1.13 CUC : 1 EUR)	Language: Spanish
Population: 2 million	Time zone: UTC-5
Useful Links	
1. Wikipedia page http://en.wikipedia.org/wiki/Havana	2. Tourist information http://www.havanatourism.cu

2. Typical prices

Local transport	
One-way ticket: €0.04	Taxi: €0.88 + €0.88/km
Food	
McDonalds meal: €5.27	Boliche (beef roast, chorizo sausage & eggs): €15
Drink	
Water (0.33 litre bottle): €0.47	Cappuccino: €1.12

3. Arrival/Departure transport

3.1 Airports

José Martí International Airport			
Low-cost airlines:			
Cubana	Air France	KLM	
Transport to the city centre			
Mode	Price	Frequency	Duration
Taxi	€20	5 minutes	20-30 minute duration

3.2 Trains

International train travel		
<u>Company</u>	<u>Cities of origin</u>	<u>Arrival location</u>
EmbargoRailways	<ul style="list-style-type: none"> • Miami • Nassau • Port-au-Prince 	Havana central

3.3 Bus

International bus travel		
<u>Company</u>	<u>Cities of origin</u>	<u>Arrival location</u>
Cubalines	<ul style="list-style-type: none"> • Key West • Kingston 	Havana Central

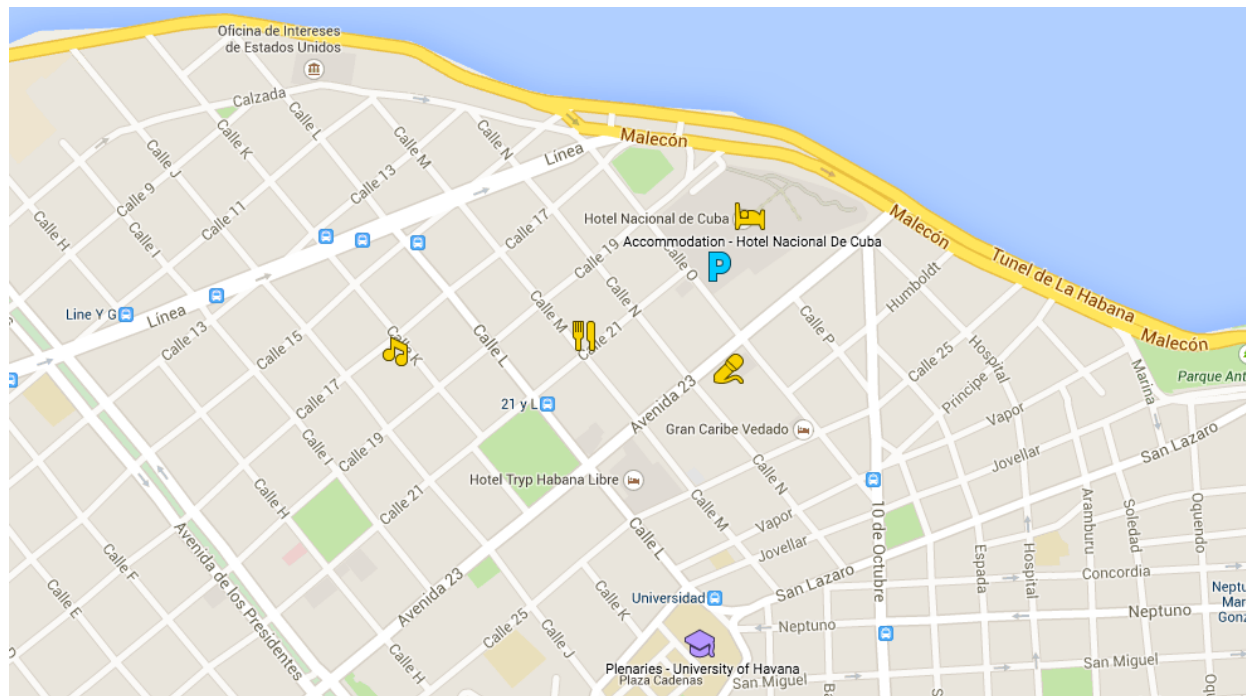
3.4 Car

International car travel	
<u>Major roads to the city</u>	<u>Arrival parking location</u>
<ul style="list-style-type: none"> • A1, Route 152 and A11 from Guantanamo 	Car park at the hotel for free



D. Venues

1. Overview



[Click here for the online version](#)

2. Accommodation

Basic information

Name: [Hotel Nacional de Cuba](#)

Room capacities: **2 people per room**

Bathrooms: **Private**

Breakfast: **Included**

Internet: **None available**

Car Park: **Outside and free**



3.1 Plenary Sessions – Main Room

Basic information			
Location:	University of Havana		Room capacity: 150
Opening hours:	<u>Monday – Friday</u> 06:00 - 21:00]	<u>Saturday</u> 07:00 – 21:00	<u>Sunday</u> 07:30 – 20:30
Checklist			
Projectors:	One	1 st Wi-Fi network: Eduroam	Moveable chairs: No
Microphones:	Three	2 nd Wi-Fi network: ESN_guest	Surface for laptops: Yes
Power outlets:	Fifteen		
Picture(s)			



3.2 Plenary Sessions – Small Session & Workshop Rooms

Basic information			
Location: University of Havana	Number of rooms: Six		
Room capacities:			
Up to 25 people: Four	25-50 people: Two	50+ people: None	
Opening hours:	<u>Monday – Friday</u>	<u>Saturday</u>	<u>Sunday</u>
	06:00 - 21:00	07:00 – 21:00	07:30 – 20:30
Checklist			
Projectors: In all 6 rooms	Wi-Fi network: Eduroam		
Computer: In all 6 rooms	Moveable chairs: In all 6 rooms		
Whiteboard: In all 6 rooms	Moveable tables: In all 6 rooms		
Picture(s)			



4. Social Programme

Thursday night

Location: National Capitol building	Type of activity: Welcome Ceremony
Start and end time: 17:30 – 21:00	Project implementation: Responsible Party
Entrance fee included? N/A	Cloak room fee: N/A
Price of a soft drink: Free	Price of an alcoholic drink: €4

Friday night

Location: Carachi Club	Type of activity: Nightclub
Start and end time: 21:30 – 01:00	Project implementation: None
Entrance fee included? Yes	Cloak room fee: €1
Price of a soft drink: €2	Price of an alcoholic drink: €5

Saturday night

Location: Restaurant 1830	Type of activity: Eurodinner
Start and end time: 19:30 – 02:00	Project implementation: None
Entrance fee included? N/A	Cloak room fee: None
Price of a soft drink: €2.50	Price of an alcoholic drink: €5

Sunday night

Location: Presidential Mansion	Type of activity: Birthday celebration
Start and end time: 19:30 – 06:00	Project implementation: Mov'in Cuba
Entrance fee included? N/A	Cloak room fee: N/A
Price of a soft drink: Free	Price of an alcoholic drink: Free

5. Transportation

PLENARIES

From	To	Mode	Duration
Accommodation	Plenaries	Walk	18 minutes
Plenaries	Lunch	Walk	2 minutes

DINNER

From	To	Mode	Duration
Accommodation	Dinner (Thursday)	Private bus	4 minutes
Accommodation	Dinner (Friday)	Walk	9 minutes
Accommodation	Dinner (Saturday)	Private bus	7 minutes
Accommodation	Dinner (Sunday)	Private bus	19 minutes

SOCIAL PROGRAMME

From	To	Mode	Duration
Welcome Ceremony	Club (Thursday)	Private bus	6 minutes
Dinner	Club (Friday)	Walk	5 minutes



Appendix 1 – Progress Report

Please describe how far the organisation of the event is at the moment:

Venues	
<u>Plenary Rooms</u>	
Booking status:	<ul style="list-style-type: none"> Confirmed; verbal agreement
Details: Just waiting for the official election	
<u>Small Session & Workshop Rooms</u>	
Booking status:	<ul style="list-style-type: none"> Confirmed; verbal agreement
Details: Just waiting for the official election	
<u>Accommodation</u>	
Booking status:	<ul style="list-style-type: none"> Confirmed; verbal agreement
Details: Good relations with the hotel in the past because it hosted the winners of the Responsible Party competition in 2014.	
<u>Social programme</u>	
Thursday:	<ul style="list-style-type: none"> Confirmed; verbal agreement
Friday:	<ul style="list-style-type: none"> Confirmed; verbal agreement
Saturday:	<ul style="list-style-type: none"> Signed; written agreement
Sunday:	<ul style="list-style-type: none"> Signed; written agreement
Details: Thursday and Friday are both signed agreements; we are contractually obliged to organise the birthday celebrations on the Sunday night, which will happen regardless of the CNR election outcomes.	
Logistics	
<u>Transport</u>	
<u>Whole weekend</u>	
Booking status:	<ul style="list-style-type: none"> Confirmed; verbal agreement
Details: 4 private busses will be reserved exclusively for our use during the entire weekend if we are elected.	



Funding

Grants

Ruby Award

Basic information: From: University of Havana
Amount: €2,000

Current status:

- Proposal submitted; awaiting response

Details: The purpose of this grant is to support non-profit organisations that promote the tourism to Cuba and promotes its interests. The money can only be spent on CNR Havana 2015 related activities and will primarily be used for venue hire, with a small excess being used to support the Eurodinner festivities.

Partners

El cigarro

Basic information: Type: Supplier
Benefits: Sample Cuban cigars for the welcome pack

Status:

- Confirmed; verbal agreement

Details: Good pre-existing partnership that is already used for our welcome weeks

Hilo Dental

Basic information: Type: Supplier
Benefits: Free dental care products for the welcome bags

Status:

- Confirmed; verbal agreement

Details: New partner solely for this event. Fidel has requested people have fresh breath for his birthday party.

Banco Central de Cuba

Basic information: Type: Funding
Benefits: No transaction fees for international transfers, and €1,000 to contribute towards the minibus hire

Status:

- Confirmed; verbal agreement

Details: Pre-existing partnership for exchange students when transferring money from overseas.

Appendix 2 – Risk Analysis

Please outline any potential risks you may face in the lead-up to your event, along with the impacts these risks could cause and the precautions you will take to limit the amount of damage this could cause.

Definition of potential menaces	Scenarios (results of the menace for project)	Taken precautions
1. Loss of a partner	1.1. We will not have as many gadgets for the welcome bags	We are always looking for more useful free gadgets
	1.2. We will have less funding for the minibus	Numerous fundraising events are planned in the lead-up to the event
2. Cancellation of a reservation	2.1. We will need to find new venues for a meal or social programme	We have plenty of partner restaurants that can be used in our back-up plan
3. Cancellation of funding	3.1. Severe budget deficit	Still looking for more private sponsorships, and fundraising events will take place
4. Less participants than expected	4.1 Unused rooms that are being paid for	We have a flexible contract with the hotel where we can change room numbers late
	4.2 Insufficient funding for venues	Fundraising events will take place, but all social venue contracts are flexible
5. Withdrawal of an OC member	5.1 A lot of big tasks would be left unattended	New open calls can be sent out to recruit a new person
	5.2 Nobody suitable is found to replace the individual	Tasks will be equally divided among remaining OC members
6. Insufficient amount of volunteers recruited	6.1 Nobody to facilitate airport pickups or tea/coffee breaks	We have support from the military to come in and lend a hand when needed

Appendix 3 – Additional Programme

If you are planning on offering an additional programme after the event has concluded, please provide details below.

Basic information			
Activity: Swimming with the sharks			
When:	21/09/2015	Where:	Straights of Florida
Price:	€40 (€80 if you want to use a shark cage)	Duration:	10:30 – 14:30
<p>Details: This is a popular activity that we run with our exchange students. We will hire a boat and visit the mating grounds of the sharks. They get aggressive when people disturb them here, so if you want an adrenaline rush, this is the activity for you! The €40 includes the boat ride and scuba diving equipment. For an extra €40 we can also include a shark cage, which normally guarantees safety.</p>			

