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Cc: [Dawn Davis](#)
Subject: Reading And Literacy Final Program Update
Date: 14 November 2024 16:36:00

Dear Reading and Literature Delegation members,

Our team in the US and ground team, supporting your delegation have been working to finalize your delegation plans. We hope you are looking forward to your upcoming Professional Exchange with Cuba. This communication includes important pre-departure, arrival, and travel information.

- Your Flight information and Electronic Visa Number (alpha characters) will be sent in a separate email to each individual, no later than 10 days prior to your departure. This email will include your American Airlines Reservation Confirmation Code and your Electronic Visa Number.
- You will need your flight information and E-visa number to complete the Advance Traveler Information form, beginning 7 days prior to departure- see “Before You Depart” on the Delegation Communication Site.
- We suggest you print a copy of both the flight confirmation number and the complete Advanced Traveler Information documents (received upon submission of the form) and carry with your passport to expedite arrival immigration.
- We will send a meeting invitation for a pre-departure call to answer any questions before your departure. A copy of the call will be saved on the Delegation Communications Site for those unable to participate.

In an effort to ensure that the discussions, ideas, best practices and contact information is captured during your meetings, we ask that delegates volunteer to take notes at one meeting. These Notes will be shared with the entire delegation after you return and will be invaluable for any post program collaboration or publications. Please print or download the [Professional Journal Page](#) if you are able to volunteer for this important role. Your Delegation leader will be looking for assistance each professional day. This document is also available of the Delegation Communication Site.

Your [Delegation Communication Site \(DCS\)](#) includes the latest information and all prior communications. The following sections have been updated:

Delegation Programming –coming soon

1. Professional Schedule of Activities
2. Guest Program Schedule of Activities
3. Optional Cultural Exchange Itinerary

Travel Information

1. **Before You Depart- please read**
2. Travel Essentials
3. Travel Readiness
4. Cuba Cultural briefing
5. Hotel Information

6. Delegation WhatsApp group link

Delegation Information

This information is protected for your privacy and will require a password to access on the delegation Communication Site. Your Password is: **RL2024**

1. Roster of Delegates
2. Professional Profiles
3. Rooming list

Action Items:

1. Thoroughly read through the links listed and posted on your Delegation Communication Site.
2. Join your Delegation WhatsApp group. This will be your primary mode of communicating during the delegation.
3. If you are comfortable volunteering to take notes at one meeting, please print 1-2 copies of the [Journal Notes Page](#) and carry with you. Your delegation leader will need someone to volunteer for each meeting.

Thank you for your participation in this exciting exchange program. If you have any additional questions, please contact Citizen Ambassador Programs via email at citizenambassador@culturalvistas.org.

Warm Regards,

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