17th St. & Constitution Avenue N.W.
Washington, D.C. 20006
United States of America

Organization of American States

P. 202.458.3000
www.oas.org

INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

CICAD

Secretariat for Multidimensional Security

FORTY-EIGHTH REGULAR SESSION
December 6-8, 2010
Washington, D.C.

OEA/Ser.L/XIV.2.48
CICAD/INF.1/10
28 October 2010
Original: Spanish

INFORMATION BULLETIN

1. *Venue and date*

The forty-eighth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Washington, D.C., on December 6– 8, 2010**,** in the Ruben Dario room, 8th floor at the General Services Building (GSB) of the General Secretariat of the Organization of American States located at 1889 F Street, N.W., Washington, D.C., 20006.

2. *Coordination*

The meeting will be coordinated by the Executive Secretariat of CICAD, located at 1889 "F" Street, N.W., 8th Floor, Washington, D.C., 20006, telephones: (202) 458-3178 and (202) 458-3179 and fax (202) 458-3658.

3. *Meeting Services*

Registration of Participants:

Participants may register using any of the methods below. Nevertheless, the Secretariat would appreciate your registering electronically:

a. Via Web, through http://www.cicad.oas.org/Events, enter your e-mail address and the event code **us00a2** according to attached instructions.

b. Via Fax, fill in the attached Registration Form, which should be sent before the date of the meeting to (+1) 202-458-3658 or by e-mail to the Executive Secretariat of CICAD: Ligia Guillen, lguillen@oas.org or Magaly Santos, msantos@oas.org

c. In person, on Friday, December 3rd at the office of Ligia Guillen (GSB-898B), from 2:30 p.m. to 5:00 p.m., and on Monday, December 6th , from 7:30 a.m. to 10:00 a.m., at the registration desk located in front of the Ruben Dario room, 8th floor, GSB Building.

4*.** ***Languages and Documents

All working sessions and documents will be in the four official languages of the Organization: Spanish, French, English and Portuguese. There will be simultaneous interpretation in these languages.

5. ***Entry and Departure Requirements***

Delegates are responsible for fulfilling the necessary entry requirements established by United States. Participants that require a visa to enter the country must contact the United States Consulate in their respective countries or the nearest consular office.

6. ***Weather***

During the month of December in Washington D.C., the temperature ranges between 48° to 28°F (9° to -2° C).

7. ***Distance from the airport to downtown***

Ronald Reagan Washington National Airport	15 minutes	taxi US$30.00 (approx.)
Dulles International Airport	40 minutes	taxi US$50.00 (approx.)

8. ***Electrical Current***

The electrical current is 110 volts.

9. ***Hotel Accommodations***

Because hotel rooms are in constant demand in Washington D.C., it is recommended that reservations be made as soon as possible through your country's Embassies or by calling the following hotels:

With special rates for CICAD and closest to our building

State Plaza Hotel
2117 E Street N.W.
Washington D.C. 20037
Tel: (202) 833-6966
Toll free: 1-800-424-2859
Fax: (202) 659-8601
WEB Page: www.stateplaza.com

Single Room
US$185.00 (plus taxes)
Full Breakfast included

* Please contact Shano Kapadia for reservations and mention the OAS/CICAD meeting for the special rate. Rates are subject to availability and are not longer available after November 10th, 2010.

Other Hotels recommended

Lombardy Hotel 2019 Pennsylvania Avenue N.W. Washington D.C. 20006 Toll free: 1-800-424-5486 Fax: (202) 872-0503	Single Room US$199.00 (taxes included) Double Room US$219.00 (taxes included)
The Concordia Hotel 1250 New Hampshire Avenue N.W. Washington D.C. 20036 Tel: (202) 973-5500 Fax: (202) 557-2201	Single Room US$199.00 (taxes included) Double Room US$219.00 (taxes included)

NOTE: All hotel expenses must be paid directly by each participant. We suggest making your hotel reservations as soon as possible**.**

CICAD FAX: (202) 458-3658

FORMULARIO DE INSCRIPCIÓN / REGISTRATION FORM

XLVIII PERÍODO ORDINARIO DE SESIONES DE LA CICAD/
XLVIII REGULAR SESSION OF CICAD
Del 6 al 8 de diciembre de 2010 / December 6 - 8, 2010
Washington, D.C. – U.S.A.

PAÍS U ORGANIZACIÓN/
COUNTRY OR ORGANIZATION: _____

- ☐ REPRESENTANTE TITULAR / PRINCIPAL REPRESENTATIVE
- ☐ REPRESENTANTE SUPLENTE / ALTERNATE REPRESENTATIVE
- ☐ OBSERVADOR / OBSERVER
- ☐ OTRO / OTHER

NOMBRE / NAME: _____

CARGO / POSITION: _____

DIRECCIÓN PERMANENTE/
PERMANENT ADDRESS: _____

TELÉFONO / TELEPHONE: _____ FAX: _____

E-MAIL: _____

DIRECCIÓN LOCAL
LOCAL ADDRESS: _____
(In Washington D.C.)

TELÉFONO / TELEPHONE: _____
(In Washington D.C.)

EN CASO DE EMERGENCIA, AVISAR/
IN CASE OF EMERGENCY, NOTIFY: _____

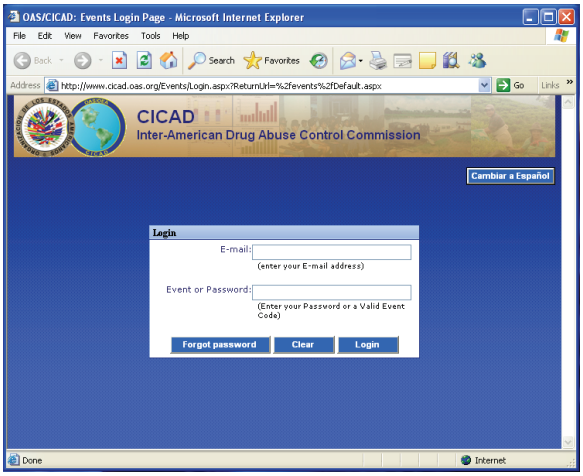
_____
FIRMA / SIGNATURE

INSTRUCTIONS FOR THE WEB REGISTRATION

WWW.CICAD.OAS.ORG/EVENTS

MS Internet Explorer version 5 or superior is recommended.

Direct your web browser to http://www.cicad.oas.org/events You may switch to the other language [English or Spanish] by clicking on the button in the upper right-hand corner of the screen.



You will need to register for the website service:

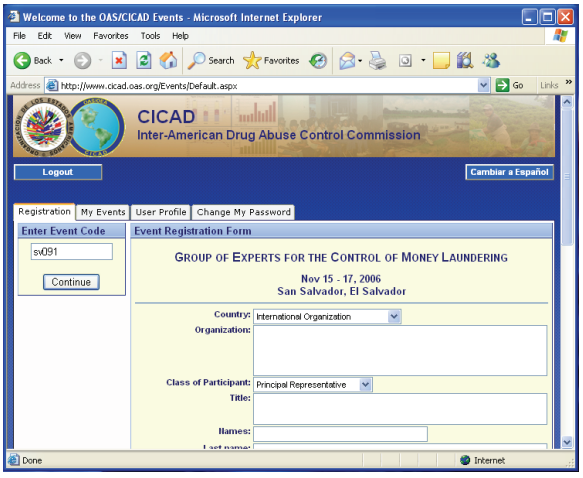
1. In the first "E-mail" form area, type in your e-mail address

2. In the "Event or Password" area, you should type in the event code: **us00a2**

If you have registered previously for other events using this system and received a password, you should type this password in the form area to obtain access to the event registry or information of other events for which you have registered previously.

If you have previously registered a password and don't remember it, you should click on the button "Forgot Password," which will send a message with the password to your e-mail address.

3. Click on "Enter."



4. The system will display the registry form. Please fill in the forms for personal information.

In the "Country" area, you should indicate the country that you represent. If you do not represent a country, you should select "International Organization" from the drop-down list.

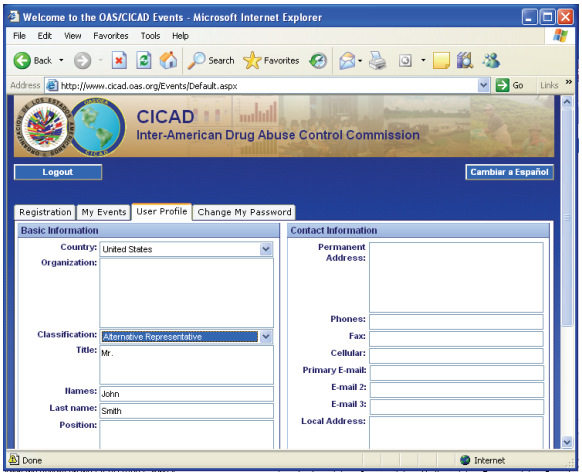
The section concerning "Day/time of arrival/departure and flight number" may be filled out at a later date if you don't have your flight information at this time.

5. Finally, you should click on the button "Submit Registration" and the information will be forwarded to CICAD and the system will send a confirmation

The “My Events” tab will display a list of the events to which you have registered.

If there is a plus symbol on the left margin of the event ( ), that means that the event has a list of documents that are accessible by clicking on the icon.

To select a specific document, click on the description.



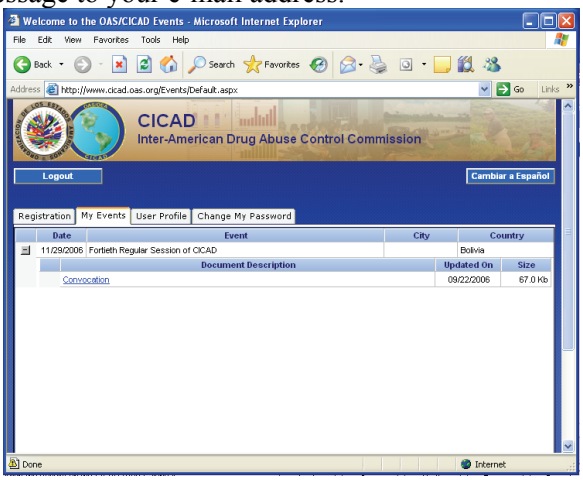
The “Change Password” tab allows you to define a new password for accessing the system. You will then be able to log on and change any information in your profile.

If this is the first time you have registered for a password, you should type in “New Password” area and then type it again in the “Re-type” area and then click on the “Change” button.

If you have previously defined a password and wish to change it, you should type the password with which you accessed the system in the Old Password area and type in the “New Password” and “Re-type” areas the new password that you want to use.

Each time that you change your password, the system will send a message to your e-mail address notifying you of the change. To log off the system, click on the “Disconnect” button.

message to your e-mail address.



The “User Profile” tab shows your basic information from registering in the system, which remains for future events.

This basic information can be seen only when you log on to the system with a password, not when you are just providing an event code.

