



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

INTER-AMERICAN DRUG ABUSE  
CONTROL COMMISSION

**CICAD**

Organization of American States

P. 202.458.3000  
[www.oas.org](http://www.oas.org)

Secretariat for Multidimensional Security

**FIFTY-THIRD REGULAR SESSION**  
**May 20 - 22, 2013**  
**Washington, D.C.**

**OEA/Ser.L/XIV.2.53**  
**CICAD/INF.1/13 rev.1**  
**8 may 2013**  
**Original: English**

### INFORMATION BULLETIN

**1. Venue and Date:**

The fifty-third regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held on May 20 to 22, 2013 in Washington D.C., United States of America. The sessions will take place in the **Hall of the Americas of the Main Building of the Organization of American States located at 200 17<sup>th</sup> Street N.W. Washington D.C. 20006**, telephones: (202) 458-3178 and (202) 458-3179, fax (202) 458-3658. The meeting will commence 10:00 a.m. as set forth in Draft Schedule of Activities to be posted online at CICAD's webpage shortly.

**2. General Coordination:**

- **Karoline Oliveira**

Executive Secretariat of CICAD  
Organization of American States  
T: (202) 458-6488  
Fax: (202) 458-3658  
E-Mail: [koliveira@oas.org](mailto:koliveira@oas.org)

- **Rodrigo Idrovo**

Department of Conference and Meeting Management  
Organization of American States  
T.: 1-202-458-3746  
E-Mail: [ridrovo@oas.org](mailto:ridrovo@oas.org)

**3. Accommodation:**

Each participant is responsible for his/her hotel expenses directly prior to departure, in accordance with the usual hotel procedures. Please take into consideration that **reservations can only be confirmed if a current active credit card number and expiration date is presented.**

For your convenience, the Executive Secretariat of CICAD recommends hotels in the region listed below. Better rates can be guaranteed by May 6<sup>th</sup>, 2013.

Recommended Hotels	Website
<p><b><u>State Plaza Hotel</u></b>            2117 E Street NW            Washington DC            Tel: (011) 202 861-8200 // 1-800-424-2859  <b>Group # 66K4EN - OAS</b>  <b>Preferential Rate Deadline: May 6<sup>th</sup>, 2013.</b></p>	<p><a href="http://www.stateplaza.com">http://www.stateplaza.com</a>             Special rate: U\$S 189 + 14.5% + 10% (Tax + Service)</p>
<p><b><u>The George Washington University Inn</u></b>            824 New Hampshire Ave NW, Washington DC 20037            Tel: (011) 202 872-1680            Tel: (011) 703 872- 9006</p>	<p><a href="http://www.washingtonsuitesgeorgetown.com">www.washingtonsuitesgeorgetown.com</a></p>
<p><b><u>Virginian Suites</u></b>            1500 Arlington Boulevard, Arlington            Tel: (011)202 872-1680            Tel: (011)703 872-9006</p>	<p><a href="http://www.virginiansuites.com">www.virginiansuites.com</a></p>
<p><b><u>The River Inn</u></b>            Address: 924 25<sup>th</sup> Street NW, Washington DC            Tel: (011)202 872-1680            Tel: (011)703872 - 9006</p>	<p><a href="http://www.theriverinn.com">www.theriverinn.com</a></p>
<p><b><u>Avenue Suites</u></b>            2500 Penn Ave NW, Washington DC            Tel: (011)202 333-8070</p>	<p><a href="http://www.avenuesuites.com">www.avenuesuites.com</a></p>
<p><b><u>Hotel Lombardy</u></b>            2019 Pennsylvania Avenue NW, Washington DC            Tel: (011)202 828-2600 // 1-</p>	<p><a href="http://www.hotellombardy.com">www.hotellombardy.com</a></p>

\*Approximate rate based on prior years

Recommended Hotels	Website
800-424-5486 or 202 828-2600	
<b><u>One Washington Circle</u></b> One Washington Circle NW, Washington DC Tel: 202 730-1246	<a href="http://www.thecirclehotel.com">www.thecirclehotel.com</a>

#### 4. Requirements for entering and leaving the country

The United States Government requires travelers to present a passport, which must have a minimum validity of six months, and a copy of round-trip ticket. All international visitors or foreign citizens, except those whose countries are members of the Waiver Program (traveling only with a valid passport) need a valid visa to enter the United States. Without this document, the immigration service will not allow entry to U.S. territory.

It is recommended that delegates, observers, and representatives of international organizations and other participants apply early and check with the embassy or consulate of the United States of America in their countries about visa requirements for each particular country in order to enter United States of America. For more information visit the website <http://www.travel.state.gov>.

#### 5. Arrival at the Airport:

We recommend that delegates contact their country's Permanent Mission to the OAS to arrange transportation during their stay in Washington DC. The Washington Dulles International Airport is within 26.2 miles / 42.16 kilometers from Washington DC and Reagan National Airport is 5 miles / 8 kilometers from the hotel area previously mentioned in this bulletin. We recommend taking a taxi or bus from Ronald Reagan National Airport (DCA) or Washington Dulles International Airport (IAD).

The taxi fare in Washington, DC is \$ 4.25 (first mile) and \$ 1.50 for each additional mile and the approximate cost of taxis to the hotels is: Ronald Reagan National Airport (DCA) \$15 and Dulles International Airport \$55.

For more information visit the following websites:

<http://www.aeropuertosdelmundo.com.ar/amicadelnorte/usa/aeropuertos/washington-dulles.php#Transporte>

<http://www.metwashairports.com/reagan/1179.htm>

#### 6. Accreditation:

Participants may register using any of the methods below.

\*Approximate rate based on prior years

- a. Via Web, through [Fifty-third Regular Session of CICAD](#), enter your e-mail address and the event code **us00b3** (For instructions see Appendix I).
- b. Via Fax, fill in the attached Registration Form (See Appendix II), which should be sent before the date of the meeting to (+1) 202-458-3658 or by e-mail to Maria Juliana Lujan at [mlujan@oas.org](mailto:mlujan@oas.org)

The delegations will receive their ID cards during the first day of the event, from 7:30 am to 10:00 am, at the registration desk located at the lobby of the Main Building of the Organization of American States (*1889 F Street, N.W. Washington D.C. 20006*). For security reasons, ID's should be worn during all conference activities. Delegations are kindly asked to direct any comments or questions to [mlujan@oas.org](mailto:mlujan@oas.org)

## **7. Working Languages and Documents:**

The sessions of the fifty-third regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be conducted in the four official languages of the OAS: Spanish, French, English, and Portuguese. Simultaneous interpretation services will be provided in those languages. Since the OAS has a policy of holding eco-friendly meetings, the printing of documents will be limited; participants are requested to keep their documents during all meetings. Delegations are kindly urged to download meeting documents from: [Fifty-third Regular Session of CICAD](#).

## **8. Medical care**

The General Secretariat will provide medical services for participants while meetings are under way. It is recommended that delegates have medical insurance with international coverage for major medical expenses.

## **9. Additional Information:**

All inquiries regarding the fifty-third regular session of the Inter-American Drug Abuse Control Commission (CICAD) should be communicated to Washington, D.C, by calling (202) 458-3178, or visiting the website: [Fifty-third Regular Session of CICAD](#).

## INSTRUCTIONS FOR THE WEB REGISTRATION

### [Fifty-third regular session of CICAD.](https://www.cicad.oas.org/events)

It is recommendable to use MS Internet Explorer version 5 or superior.

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

Participants 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: **us00b3**

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, click on the button “Submit Registration” and the information will be forwarded to CICAD. The system will send a confirmation message to your e-

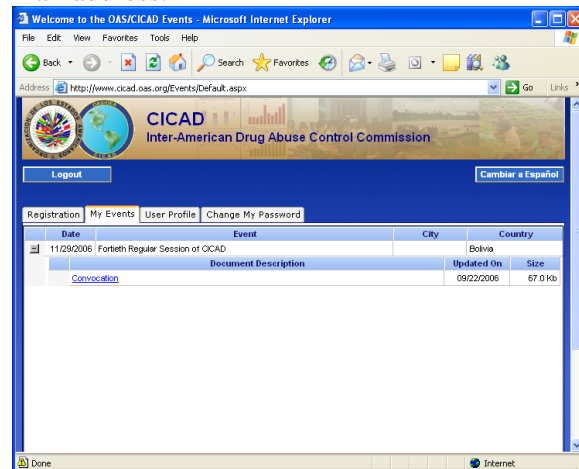
\*Approximate rate based on prior years

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.

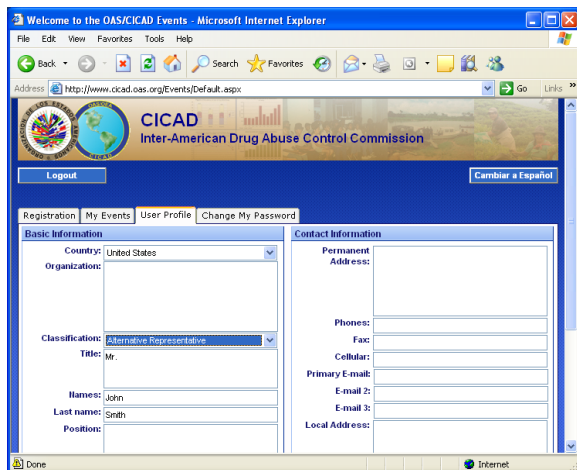
To select a specific document, click on the description

mail address.



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

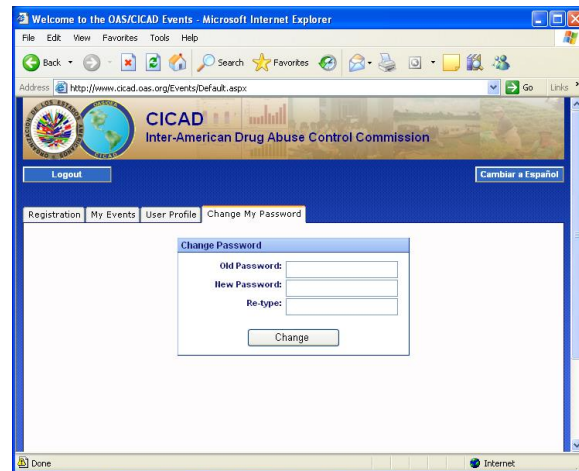
This basic information can be seen only when you log onto the system with a password, not when you are just providing an event code.



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, 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, 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 wish to use.



Each time 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.

\*Approximate rate based on prior years

**LIII REGULAR SESSION OF CICAD  
LIII PERIODO ORDINARIO DE SESIONES DE LA CICAD**

**REGISTRATION FORM  
FORMULARIO DE INSCRIPCIÓN**

May/Mayo 20-22, 2013

Washington D.C., USA

Country or Organization /  
País u Organización: \_\_\_\_\_

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

Personal Information / Información Personal:

Last Name / Apellidos		First Name / Nombre	
Title or Position / Cargo			
Organization / Organización			
Country / País			
Telephone / Teléfono	Fax:	E-mail / Correo Electrónico	
Emergency Contact / Contacto en caso de Emergencia:			

Please submit this form to the Executive Secretariat of CICAD no later than **May 10, 2013** / *Por favor enviar este formulario a la Secretaría Ejecutiva de la CICAD, a más tardar el 10 de Mayo de 2013*

**E-mail: [mlujan@oas.org](mailto:mlujan@oas.org)  
Tel: 1-202-458-3658**

\*\* We remind delegates that in addition to sending this form, they must be accredited by their permanent missions to the OAS./ Les recordamos a los delegados que además de enviar este Formulario, es necesario que sean acreditados por sus Misiones Permanentes ante la OEA.