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United States of America

Organization of American States

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

INTER-AMERICAN DRUG ABUSE  
CONTROL COMMISSION

**CICAD**

Secretariat for Multidimensional Security

**FIFTY-SIXTH REGULAR SESSION**  
**November 19- 21, 2014**  
**Guatemala City, Guatemala**

**OEA/Ser.L/XIV.2.56**  
**CICAD/INF.1/14**  
**28 October 2014**  
**Original: Spanish**

**INFORMATION BULLETIN**

Delegations may obtain the meeting documents by using the following link: [Fifty-Sixth Regular Session of The Inter-American Drug Abuse Control Commission \(CICAD\)](#)



## 1. Venue and Dates

The Fifty-Sixth Regular Session of CICAD will be held from **November 19 to 21, 2014** in **Guatemala City, Guatemala**. The Sessions will take place in the **Quetzal** meeting room of the **Hotel Vista Real**, located at Km 9 road to El Salvador, Guatemala City. ([www.vistareal.com](http://www.vistareal.com))

## 2. General Coordination

The meeting at OAS will be coordinated by:

**Executive Secretariat of CICAD,**  
Organization of American States  
Address: 1889 "F" Street, N.W., 8th Floor,  
Washington, D.C., 20006,  
Telephones: (202) 370-9895  
Fax (202) 458-3658.

The meeting in Guatemala will be coordinated by:

**Ministerial Office**  
Ministry of Interior  
Address: 6th. Ave. 13-71 Zone 1,  
Guatemala City, Guatemala  
Phone: (502) 2413-8888  
[www.mingob.gob.gt](http://www.mingob.gob.gt)

## 3. Lodging

To facilitate the booking of hotel rooms, the coordination team has requested preferential rates for participants at the **Hotel Vista Real**, where the meeting will take place, and at the Biltmore Hotel. For more information, please refer to the table below.

Transportation will be provided between the International Airport "La Aurora" and the hotels Vista Real and Biltmore. The delegates who choose to stay in a hotel different from those are welcome to take the bus from the Biltmore Hotel to the Vista Real Hotel every morning at a time to be determined.

Participants are reminded that all reservations, without exception, **must be made individually and only to the e-mail address indicated in the table below, before November 14, 2014**. Upon making their

reservations, participants are kindly asked to indicate that they will be attending the fifty-sixth Regular Session of CICAD in order to guarantee the special rate as well as the transportation hotel/airport/hotel. Reservations will follow the usual procedures established by the hotels. Cancellations will be subject to the policy in effect at the hotel.

The hotel bill must be paid directly by each participant at the end of his/her stay.

For your convenience and in order to facilitate the transportation, it is highly recommended that participants stay at the same hotel as the event.

Hotel	Rates <sup>1</sup>	Web page
<b>Hotel Vista Real (meeting venue)</b>  Address: Km 9, carretera El Salvador, Guatemala City Contact: Infovistareal.com T: (502) 2427-0000	Single room US\$99 + 22% (tax)  Double room US\$109 + 22% (tax)  All these rates include breakfast and Wi-Fi access,	Reservations: <a href="http://www.vistareal.com">www.vistareal.com</a>
<b>Hotel Biltmore</b>  Address: 15 Calle 0-31 zona 10, 01010 Ciudad de Guatemala PBX: (502)2410-5277 Reservasiones: (502) 2410-5277	Single room US\$85 + 22% (tax)  Double room US\$95 + 22% (tax)  All these rates include breakfast and Wi-Fi access	Reservations: <a href="mailto:reservaciones@caminoreal.com.gt">reservaciones@caminoreal.com.gt</a>

#### 4. Meals

The Government of Guatemala offers "coffee breaks" at the Hotel Vista Real for the Representatives of the Delegations and participants attending the meeting. There will be a shuttle service at lunch time for delegates wishing to visit a shopping center which offers restaurants for your choice.

#### 5. Air transportation

It is recommended to delegates, observers and representatives of international organizations and other participants to make flight reservations as soon as possible, directly with their travel agents or airlines of their choice.

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<sup>1</sup> All Hotel bookings must be made before **November 14<sup>th</sup>, 2014 in order to obtain the preferential rate.** Published rates do not include 12% tax and 10% tourism tax

Several US airlines operate direct routes to Guatemala City, Guatemala, such as Delta, United, and American Airlines, as well as many other international airlines such as Avianca, Iberia, TACA, among others.

The departure tax for ordinary passports in Guatemala is US \$ 30.00 (Thirty U.S. Dollars) on all international flights leaving the country. **Diplomatic and Official passports are exempt from departure tax.** There is an additional charge of airport security (currently Q.20.00 approximately USD \$ 2.60) that it is also usually included in the cost of airfare.

## **6. Visa Requirements for entering/ leaving the country**

Delegates shall be responsible for complying with the visa requirements established by the Government of Guatemala. Participants that require visa are strongly encouraged to enquire as early as possible at the embassies or consulates of Guatemala in their countries, as to particular requirements for their country to enter Guatemala. (Appendix I).

The Government of Guatemala requires a passport be valid for at least six months, and a copy of a round-trip ticket.

## **7. Arrival at the airport**

The Government of Guatemala will have personnel at the Airport which will provide immigration and transportation assistance for the High-Ranking authorities and delegates from the airport to the two hotels indicated above, and vice versa after the meeting. Such transportation service will be only offered for those delegates staying at the Hotels listed above.

Delegates are requested to forward, in advance, all information regarding their hotel and flights, using the attached form (Appendix IV), and to send it by e-mail to Coordination –CICAD-, email: [coordinacioncicadguatemala@gmail.com](mailto:coordinacioncicadguatemala@gmail.com).

For those delegations that have chosen to stay at a different hotel, we recommend that you taken authorized airport or hotel recommended taxi, to your hotel.

The International Airport “La Aurora” is 6 km (4 miles) from the center of Guatemala City. Buses and taxis connect the airport with the city.

## **8. Registration and Accreditation of Participants**

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

- a. Via WEB, through Online Registration - [Fifty-Sixth Regular Session of CICAD](http://www.cicad.oas.org/apps/EventDocuments.aspx?Lang=ENG&IE=GT0014) <http://www.cicad.oas.org/apps/EventDocuments.aspx?Lang=ENG&IE=GT0014>, enter your e-mail address and the event code **gt0014** according to attached instructions. (See Appendix III.)

- 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 the Executive Secretariat of CICAD in attention to Rosa Munarriz at [rmunarriz@oas.org](mailto:rmunarriz@oas.org).
- c. In person at the CICAD 56 Registration Desk, on Tuesday, November 18, from 3:00 p.m. to 5:00 p.m., and on Wednesday, November 28, from 7:30 a.m. to 9:00 a.m. at the main entrance hall of the “Quetzal” conference room at the hotel Vista Real.

## **9. Working Languages and Documents**

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

We kindly ask that delegates download the documents of the meeting available only in Spanish and English from the OAS Web page: [Fifty-Sixth Regular Session of the Inter-American Drug Abuse Control Commission \(CICAD\)](#). Only documents strictly necessary for the meeting will be printed, respecting the “Print by Request” policy in an attempt to reduce paper consumption. There will be wireless internet connection in the meeting room.

## **10. Communications**

Delegations may make local and international telephone calls from the hotel where the event will be held or from the hotel where they are staying, using collect calls or international phone cards, which may be purchased at commercial establishments close to the hotels.

The dialing code for international calls from Guatemala is 001+ (followed by the area code and the telephone number).

## **11. Security**

The Government of Guatemala will provide all necessary security during the meeting at the event hotels and transfers.

## **12. Medical Assistance**

The Vista Real Hotel, where the meeting will take place, has general medical personnel that can handle emergencies at its facilities, as well as nearby hospitals, for ambulance transportation.

Nevertheless, it is recommended that delegates have medical insurance with international coverage for medical expenses, to prevent any eventuality, which might arise during the trip or stay in Guatemala.

### 13. Other Items of Interest

The Republic of Guatemala, in the upper north-western part of Central America, has an extensive indigenous culture from its Mayan and Spanish heritage as well as a variety of ecosystems, ranging from mangrove swamps on the Pacific to high cloud-capped mountain forests.

#### a. Opening hours

In Guatemala commercial establishments are open from 9:00 a.m. until 8.00 p.m.

Banks are open Monday to Friday from 9:00 a.m. to 5:00 p.m. (CST-6) and on Saturday from 9:00 a.m. to 1:00 p.m.

Government offices work from 8:00 a.m. to 4:30 p.m.

#### b. Currency

Local currency is the Quetzal (US\$7.66 as of October 2014).

Most international credit cards (Visa, MasterCard or American Express) are accepted at hotels and businesses.

ATMs are available in commercial and banking areas, and they operating 24 hours a day.

#### c. Local Time

The official time in Guatemala is six hours behind Greenwich CST Time (UTC -6).

#### d. Weather

The weather in Guatemala City, Guatemala varies little throughout the year. The temperatures ranges between 18° and 22° C (64 °F – 72 °F) from November to April.

#### e. Electric Current

The electric current is 110 volts / 60 Hz.

#### f. Public Transportation

Taxi services can be called from all hotels.

#### g. Official Tourism Information

Guatemala is home to a series of tourist attractions. The sites most visited are:

**Antigua Guatemala**: renowned for its well preserved Spanish Renaissance architecture with New World baroque façades and a large number of church ruins. It was designated as a UNESCO World Heritage Site in 1979.

**The Mayan City of Kaminal Juyú**: dates back 2,000 years to a time when it traded with far-away Teotihuacan in Central Mexico. It is now at the heart of today's archeological park in Guatemala City. It used to be close to the oldest part of the city, which, in the 20th Century, began expanding around the site of the ruins.

**Constitution Square (Plaza de la Constitución)**: here visitors can admire the fountain in the

park, the museum inside the National Palace of Culture, the Metropolitan Cathedral, and the newly renovated Trade Portal (Portal del Comercio), in the heart of the city.

**The Relief Map:** Located in the Northern Hippodrome, this is an ambitious project engineered by Francisco Vela in 1905: a scale model replication of the national territory of Guatemala.

**Museums in Guatemala City:** These include:

- The National Archeological, Ethnological and Natural History Museums in Zone 13;
- The Miraflores Museum;
- The Botanical Garden;
- The Railway Museum;
- The Casa MIMA museum

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**Visa Requirements for OAS Member States**

The following countries require a visa to enter the country:

Country	Regular Passport	Diplomatic, Official And Service's Passports	Observations
Antigua y Barbuda	(A) Visa Exemption	(A) Visa Exemption	
Argentina	(A) Visa Exemption	(A) Visa Exemption	
Bahamas	(A) Visa Exemption	(A) Visa Exemption	
Barbados	(A) Visa Exemption	(A) Visa Exemption	
Belize	(A) Visa Exemption	(A) Visa Exemption	
Brazil	(A) Visa Exemption	(A) Visa Exemption	
Canada	(A) Visa Exemption	(A) Visa Exemption	
Chile	(A) Visa Exemption	(A) Visa Exemption	
Colombia	(A) Visa Exemption	(A) Visa Exemption	As stipulated in the Ministerial Agreement No. 322-2013, issued by the Ministry of the Interior, June 28, 2013 and published in the Official Gazette on July 1, 2013
Costa Rica	(A) Visa Exemption	(A) Visa Exemption	
Croatia	(A) Visa Exemption	(A) Visa Exemption	



Dinamarca	(A) Visa Exemption	(A) Visa Exemption	
El Salvador	(A) Visa Exemption	(A) Visa Exemption	
United States of America	(A) Visa Exemption	(A) Visa Exemption	Includes Guam
Honduras	(A) Visa Exemption	(A) Visa Exemption	
México	(A) Visa Exemption	(A) Visa Exemption	
Nicaragua	(A) Visa Exemption	(A) Visa Exemption	
Panamá	(A) Visa Exemption	(A) Visa Exemption	
Paraguay	(A) Visa Exemption	(A) Visa Exemption	
Peru	(A) Visa Exemption	(A) Visa Exemption	As stipulated in the Ministerial Agreement No. 322-2013, issued by the Ministry of the Interior, June 28, 2013 and published in the Official Gazette on July 1, 2013
Republic Czech	(A) Visa Exemption	(A) Visa Exemption	
Rumania	(A) Visa Exemption	(A) Visa Exemption	
Saint Vicente y Grenadines	(A) Visa Exemption	(A) Visa Exemption	
Santa Lucia	(A) Visa Exemption	(A) Visa Exemption	
Trinidad and Tobago	(A) Visa Exemption	(A) Visa Exemption	
Uruguay	(A) Visa Exemption	(A) Visa Exemption	

Vanuatu	(A) Visa Exemption	(A) Visa Exemption	
Venezuela	(A) Visa Exemption	(A) Visa Exemption	

INTERNATIONAL ORGANIZATIONS	PASSPORT	OBSERVATIONS
OAS	(A) Visa Exemption	
United Nations	(A) Visa Exemption	

**LVI REGULAR SESSION OF THE INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)**  
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**REGISTRATION FORM / FORMULARIO DE INSCRIPCIÓN**

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	
Designation / Cargo			
Organization / Organización			
Address / Dirección			
País / Country		Passport / Pasaporte	
Telephone / Teléfono	Fax	E-mail / Correo Electrónico	

Please submit this form to the Inter-American Drug Abuse Control Commission no later than **November 23, 2014**  
Por favor envíe este formulario a la Comisión Interamericana Para el Control del Abuso de Drogas a más tardar el **23 de noviembre de 2014**

**Email:** Rosa Munarriz, [rmunarriz@oas.org](mailto:rmunarriz@oas.org)

**Tel: 1 (202) 370-5514 / Fax: 1 (202) 458-3654**

**\*\* We remind delegates that in addition to sending this Form, it is necessary that they are 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.*

**LVI REGULAR SESSION OF THE INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)**  
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**INSTRUCTIONS FOR THE WEB REGISTRATION**

**ONLINE REGISTRATION - Fifty-Sixth Regular Session of The Inter-American Drug Abuse Control Commission (CICAD)**

MS Internet Explorer version 5 or superior is recommended.

Direct your web browser to

<http://www.cicad.oas.org/apps/EventDocuments.aspx?Lang=SPA&IE=GT0014>

You may switch to the other language [English or Spanish] by clicking on the button in the upper right-hand corner of the screen.

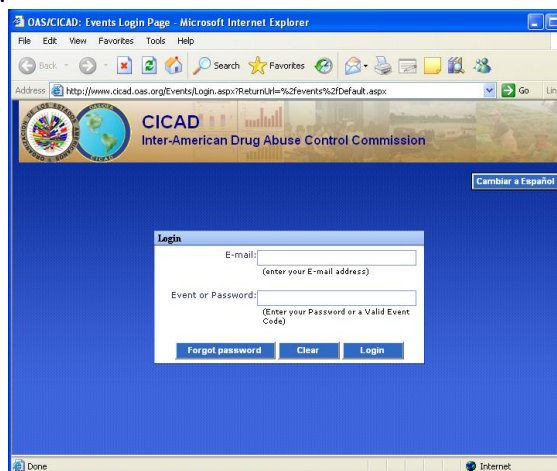
You will need to register for the website service:

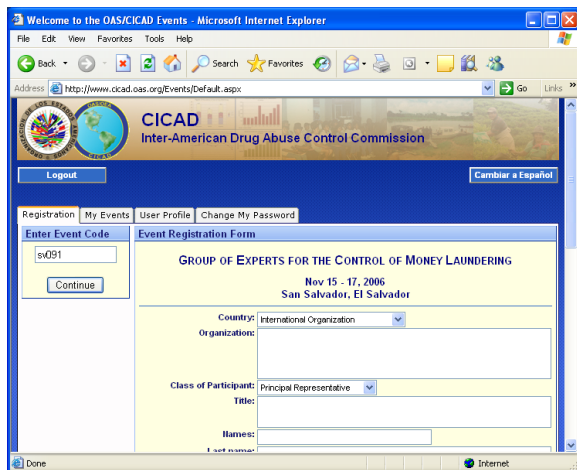
1. In the first “E-mail” form area, type in your e-mail address
2. In the “Event or Password” area, you should type in the event code: **gt0014**

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 message to your e-mail address.

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 “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.

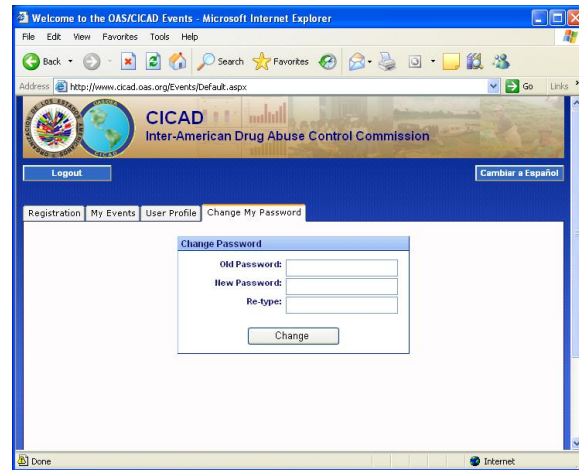


The “Change Password” tab allows you to define a new password for accessing the system. You will then be able to log on and change any information in your profile.

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.



## LVI REGULAR SESSION OF THE INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)

November 19-21, 2014, Guatemala City, Guatemala

## FORMULARIO DE VIAJE / TRAVEL SCHEDULE FORM

PERSONAL INFORMATION / INFORMACIÓN PERSONAL			
Country / País			
Organization/Organización		Occupation / Ocupación:	
First Name / Nombre:		Last Name / Apellido:	
E-Mail	Area Code/ Código de Área:	Phone /Teléfono:	Fax:

FLIGHT INFORMATION / INFORMACIÓN DE VUELO					
Date / Fecha	FROM / Desde	TO / A	Airline & Flight # / Aerolínea & No. Vuelo	Departure Time / Hora de	Arrival Time / Hora de

HOTEL
Hotel name and address / Nombre del hotel y dirección

<p>Please provide any other relevant information (eg. special transportation requirements, etc.) / Favor incluir información adicional relevante (Ej. Necesidades especiales de transportación, etc.)</p>

Please send this form no later than **November 14, 2014 to** / Por favor enviar este formulario a más tardar el **14 de noviembre de 2014 a:** Coordination – CICAD, email: [coordinacioncicadguatemala@gmail.com](mailto:coordinacioncicadguatemala@gmail.com) .