

GROUP OF EXPERTS ON MARITIME NARCOTRAFFICKING
September 25-27, 2018
Miami, FL, United States of America

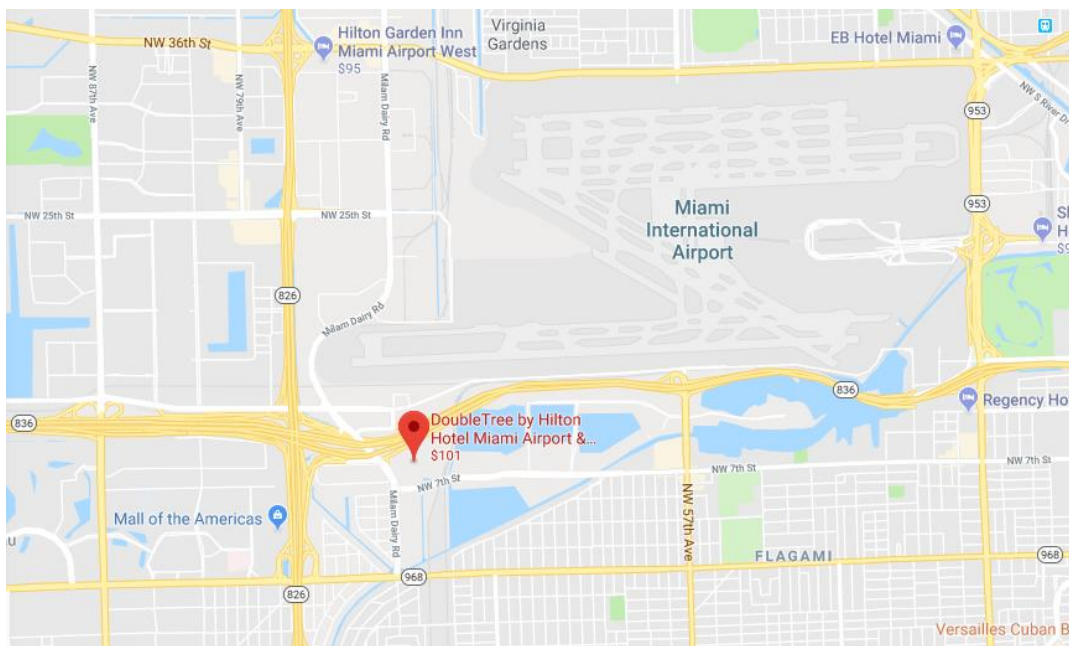
**CICAD/SRU/GoE/
MAR/INF.1/18**
August 2, 2018
Original: English

INFORMATION BULLETIN

1. VENUE AND DATES:

The **Meeting of the Group of Experts on Maritime Narcotrafficking** will take place in Miami, Florida, United States of America, from 25-27 September, 2018. Sessions will be held at the [DoubleTree by Hilton Miami Airport Hotel & Convention Center](#).

A site visit to the United States Coast Guard Base Miami Beach will take place on Thursday, September 27, 2018.



2. MEETING COORDINATION:

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3. CODE OF CONDUCT:

The Secretariat for Multidimensional Security (SMS) of the Organization of American States (OAS) aspires to create a working environment in which participants can share their opinions and perspectives, and fully participate in activities without fear of reprisal, intimidation or harassment. As a result, SMS expects all participants in its activities to be respectful of others and has developed the attached code of conduct. In the event of non-compliance with these rules, kindly note that SMS reserves the right to remove any participant from current or future SMS activities. (Annex I)

4. ACCOMMODATION:

The meeting will take place at the [Doubletree by Hilton Hotel Miami Airport & Convention Center](#), located at 711 NW 72nd Avenue, Miami, FL 33126; T: +1(305) 261 8900.

The CICAD/OAS is not responsible for reservations o lodging for any participant. Each person must do their own reservations.

The hotel has provided a special rate for the participants of the Group of Experts. The following rates are offered:

Single Room	Double Room
\$139.00usd	\$139.00usd

This rate does NOT include breakfast.

For Deluxe rooms add: \$25.00 to the standard room rate.

For Suites an additional fee of \$50.00 to \$399.00 to upgrade from a standard room.

The combined taxes, currently, 13% (subject to change without notice) are applicable to the room rate, unless proper proof of tax exemption is provided.

The rates above are available to attendees for up to three days prior and three (3) days after your conference primary dates, subject to availability at the time of the request.

Reservations can be made through the following link:

https://doubletree.hilton.com/en/dt/groups/personalized/M/MIAMADT-GOA-20180924/index.jhtml?WT.mc_id=POG

Individual reservations can be made by calling the Hotel directly at 305-261-3800, toll free at 1-888-353-1995, by faxing your reservation form at 305-260-8900 or via email at reservations@doubletreemacc.com. For special requests or to upgrade to a deluxe room or suite which

may not be in the protected block please contact the Hotel directly for availability and pricing. **A valid credit card is required to guarantee each room. Individual callers must identify their affiliation with the Organization of American States to assure they receive the negotiated rate and group considerations.** Unfortunately, rates cannot be changed at check in or check out for individuals who failed to identify their affiliation at the time the reservation was requested.

A deposit guarantee equal to one (1) night's stay is required to hold each guestroom requested. A valid credit card is required to guarantee each room.

5. PARTICIPANTS REGISTRATION:

Participants may register by completing the Registration Form attached (Annex II) and send it to MDambolena@oas.org before **Friday, September 21, 2018**.

Participants may also register in person at the registration and accreditation desk located at "Doubletree by Hilton Hotel Miami Airport & Convention Center", on September 25, from 8:00am prior to the start of the meeting.

For security reasons, participants are required to present their meeting ID at all sessions.

6. SITE VISIT TO U.S. COAST GUARD BASE:

On Thursday, September 27, a visit to the U.S. Coast Guard Base will take place.

Kindly note there are visitor security requirements for entry onto the U.S. Coast Guard Base. Each foreign national attendee wishing to participate in the USCG demonstration will need to fill out and return a **foreign visitor request form thirty (30) days prior**, available through this link: <http://www.cicad.oas.org/apps/ShareDocument.aspx?SFFID=20691&FID=42890&Code=ssmlc42K3yA9V18sN5UdTOTS8a4U27GwhBQAU16u1741I4tLx2&App=eMail>

Please submit complete forms to Ms. Mariana Dambolena (MDambolena@oas.org) no later than **Friday, 27 August 2018**.

Any attendee substitutions or new attendees who respond after this date will be approved on a case-by-case basis due to security requirements for Base Miami Beach.

7. WORKING LANGUAGES AND DOCUMENTS:

Simultaneous interpretation in English and Spanish will be provided. All documentation distributed at the meeting will be in those languages.

Delegations are encouraged to bring their personal laptops. Rooms will have access to Wi-Fi for delegations to access meeting documents, which will be available to download through the link:



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http://www.cicad.oas.org/main/aboutcicad/activities_eng.asp?IE=US02F8. The meeting will follow an eco-friendly “on demand” printing policy, and only documents that are strictly needed will be printed.

8. EXPENDITURES:

Each participant will cover all their expenses related to transportation, hotel accommodation and meals during the days of the meeting. All extra expenses for calls, laundry, minibar, room service or other, must be paid by the participant.

9. REQUIREMENTS TO ENTER THE COUNTRY:

Participants will be responsible for meeting all entry requirements established by the Government of the United States of America. Please verify requirements and procedures to enter the country. The Government of the United States of America requires travelers to present a passport, which must have a minimum validity of six months, a valid visa, and a copy of the round-trip ticket.

10. EATING OPTIONS:

The hotel and Merchandise Mart have several eating venues onsite, at a wide price range.

DoubleShot
TAPAS AND BURGER BAR

Daily 11:30am - 12:00 midnight +

impressions

Daily 6:00am - 2:30pm +

Fresh Market
—impressions—
A GRAB & GO

Daily from 6:00am - 10:00pm +

rioja
grille

Daily 5:00pm - 10:00pm +

SHEPHERD
—ARTISAN COFFEE—

Mon - Sat 8:00am - 6:00pm +

Runway Cafe
Serving Breakfast and Lunch

ANNEX I: CODE OF CONDUCT

In support of a harassment-free workplace:

Rules for participation in activities organized by the Secretariat for Multidimensional Security

The Secretariat for Multidimensional Security (SMS) aspires to create a working environment in which participants can share their opinions and perspectives, and fully participate in activities without fear of reprisal, intimidation or harassment. As a result, SMS expects all participants in its activities to be respectful of others and to adhere to the following rules:

- **Respect and Dignity.** SMS, in compliance with GS/OAS policies, strives for a positive professional work environment in which every participant is treated with respect and dignity. Therefore, all participants must respect personal space and common courtesy for personal interaction; refrain from making exclusionary comments, even in jest; and not address others aggressively or in a demeaning manner.
- **Harassment free environment.** All participants have the right to a harassment-free and respectful environment. Harassment is any form of unwanted and unwelcome behavior, which may range from mildly unpleasant remarks to physical violence. Harassment, regardless of its manifestation, is hurtful and interferes with another person's experience and participation in SMS activities. The SMS and the GS/OAS have a zero tolerance policy for harassment or any other type of unlawful discrimination.
- **Be considerate of other participants' ability to contribute to the activity,** including use of allocated time. Everyone should have an opportunity to be heard. In group sessions, please keep comments succinct so as to allow maximum engagement by all. Do not interrupt others on the basis of disagreement; hold such comment until they have finished speaking.

These rules apply to all types of activities, including social events, and are aligned with Executive Order No. 15-02, "Policy and Conflict Resolution System for Prevention and Elimination of All Forms of Workplace Harassment," a copy of which is available for your information at <http://www.oas.org/legal/english/gensec/EXOR1502.htm>.

Promptly report any behavior that makes you or others feel uncomfortable to Adam E. Namm, Executive Secretary of the Inter-American Drug Abuse Control Commission (CICAD). You can report issues (even anonymously) by going to the link: <http://www.CICAD.oas.org/Code> and filling out the form. Please use an email address where you'll be able to receive replies. Once a report has been received, GS/OAS will take all applicable steps pursuant to Executive Order No. 15-02 to ensure the issue is addressed in the most confidential and expedient matter possible.

In the event of incompliance with these rules, kindly note that SMS reserves the right to remove any participant from current or future SMS activities.

Thank you for your understanding and for your anticipated cooperation.



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Annex II

REGISTRATION FORM¹ / FORMULARIO DE REGISTRO

Country / País:	
Organization / Organización:	Occupation / Ocupación:
First Name / Nombre:	Last Name / Apellido:
E-Mail:	Phone /Teléfono:
Experience on the control of maritime narcotrafficking (max. 200 words) / Experiencia sobre control de narcotráfico marítimo (max. 200 palabras)	
In your opinion, what are the main challenges that your agency and your country experience when it comes to maritime narcotrafficking control? / En su opinión, ¿cuáles son los mayores desafíos de su agencia y país en relación al combate al narcotráfico?	

¹ Please submit this form to Ms. Mariana Dambolena by **Friday September 14, 2018** (mdambolena@oas.org- Tel. 202-370-9895) // Por favor, enviar este formulario a Mariana Dambolena antes del **viernes 14 de septiembre de 2018** (mdambolena@oas.org - Tel. 202-370-9895).