ORGANIZATION OF AMERICAN STATES



INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION



FORTY-THIRD REGULAR SESSION April 30 – May 2, 2008 Washington, D.C. OEA/Ser.L/XIV.2.43 CICAD/INF.1 / 08 26 February 2008 Original: Spanish

INFORMATION BULLETIN

1. Venue and date

The forty-third regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Washington, D.C., on April 30 - May 2, 2008, in the Padilha Vidal Room, Terrace level (TL), in the General Secretariat Building (GSB) of the Organization of American States, located at 1889 "F" Street, N.W., Washington, D.C. 20006.

2. <u>Coordination</u>

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. <u>Meeting services</u>

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 us004c 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:

Lguillen@oas.org or Ahernandez@oas.org

c. In person at the Padilha Vidal Room, Terrace Level, General Secretariat Building of the Organization, Tuesday, April 29, from 3:00 a.m. to 5:00 p.m., and on Wednesday, April 30 from 8:00a.m. to 11:00 a.m.

4. Requirements for entry into the country

A visa must be requested from the United States Consulate in your country.

5. Weather

At the time of the meeting, the temperature in Washington, D.C. ranges from 55° to 70° F (13° to 22° C).

6. Distance from airports to downtown Washington

Ronald Reagan Washington National Airport 15 minutes taxi US\$20.00 (approx.)

Dulles International Airport 40 minutes taxi US\$50.00 (approx.)

7. <u>Electrical Current</u>

The electrical current is 110 volts.

8. <u>Accommodations</u>

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:

Lombardy Hotel single room

2019 Pennsylvania Ave., N.W. US\$297.00 (taxes included)

Washington, D.C. 20006 double room

Tel: (202) 828-2600 US\$319.00 (taxes included)

Toll free: 1-800-424-5486 Fax: (202) 872-0503

State Plaza Hotel single or double room 2117 E Street, N.W. US\$251.00 (taxes included)

Washington, D.C. 20037 Tel: (202) 861-8200

Toll free: 1-800-424-2859

Fax: (202) 659-8601 www.stateplaza.com

One Washington Circle Hotel single or double room
One Washington Circle, N.W. US\$286.00 (taxes included)

Washington, D.C. 20037 Tel: (202) 872-1680 Toll free: 1-800-424-9671 Fax: (202) 223-3961

The Concordia Hotel single room

1250 New Hampshire Ave., N.W. US\$144.00 (tax exempt)

Washington, D.C. 20036 Studio

Tel: (202) 973-5500 US\$139.00 (tax exempt)

Fax: (202) 557-2201

If no rooms are available in the hotels listed above, participants may make reservations in other hotels by contacting:

Capitol Reservations

Tel: (202) 452-1270 Fax: (202) 452 0537 E-mail: <u>CapRes@aol.com</u> Website <u>www.visitdc.com</u>

All hotel expenses are responsibility of the participants. Please note that a credit card number is required in order to guarantee the reservation.

CICAD FAX: (202) 458-3658

FORMULARIO DE INSCRIPCIÓN / REGISTRATION FORM

XLIII PERÍODO ORDINARIO DE SESIONES DE LA CICAD/ XLIII REGULAR SESSION OF CICAD

Del 30 abril al 2 de mayo de 2008 / April 30 - May 2, 2008 Washington, D.C.

	ANIZACIÓN/ OR ORGANIZATION:
0	REPRESENTANTE TITULAR / PRINCIPAL REPRESENTATIVE
0	REPRESENTANTE SUPLENTE / ALTERNATE REPRESENTATIVE
0	OBSERVADOR / OBSERVER
0	OTRO / OTHER
NOM	BRE / NAME:
CARO	GO / POSITION:
	CCIÓN PERMANENTE/ MANENT ADDRESS:
TELÉ	EFONO / TELEPHONE: FAX:
	E-MAIL:
LOCA	CCCIÓN LOCAL AL ADDRESS: ashington D.C.)
	EFONO / TELEPHONE:
	ASO DE EMERGENCIA, AVISAR/ ASE 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:

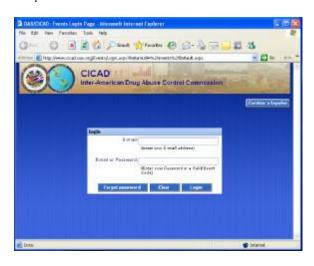
- 1. In the first "E-mail" form area, type in your e-mail address
- 2. In the "Event or Password" area, you should type in the event code: **us004c**

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.

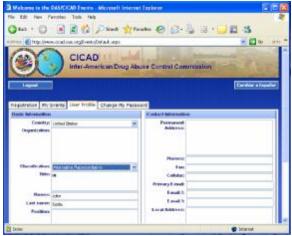
The section concerning "Day/time of arrival/departure and flight number" may be filled out at a later date if you don't have your flight information at this time.

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 "Change Passworld" 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.



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.

