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**XXI INTER-AMERICAN CONFERENCE OF  
MINISTERS OF LABOR (IACML) - VIRTUAL**  
September 22 to September 24, 2021

**INFORMATIVE BULLETIN**

***Delegations may download the documents at the following web address:***

[\*XXV Inter-American Conference of Ministers of Labor \(IACML\)\*](#)



**1. Venue:**

The XXI Inter-American Conference of Ministers of Labor (IACML) will be held virtually from September 22 to 24, 2021, under the leadership of the Ministry of Labor, Employment and Social Security of Argentina. The plenary sessions (September 23 and 24) will be held through the KUDO platform, while the meetings of the consultative bodies (September 22) will be held through the ZOOM platform.

**2. Coordination:**

**Substantive Coordination:**

**Dr. Gerardo Corres**

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Employment and Social Security (Argentina)  
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**Logistic Coordination:**

**Aida Magaly Rothe**

Principal Senior Conference Specialist  
Department of Conferences and Meetings Management  
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Email: [mrothe@oas.org](mailto:mrothe@oas.org)

### **3. Accreditation:**

The delegations of the OAS Member States, permanent observers, special guests, and consultative bodies of the IACML must send their accreditation letters electronically to the following email address, no later **than September 10, 2021**:

#### **Organization of American States**

Department of Human Development, Education and Employment

Labor and Employment Section

Email: [trabajo@oas.org](mailto:trabajo@oas.org)

**For the delegations of the OAS Member States and permanent observers, this letter of accreditation must be sent through their Permanent Mission to the OAS.**

In the event that the delegation is made up of more than one member, please **designate a head of delegation** (titular delegate). Also, indicate **his / her alternates** in case the head of delegation is unable to participate.

For technical reasons, each delegation may be made up of a maximum of eight (8) delegates who will be present during the plenary sessions of the Meeting. In the case of permanent observers and special guests, only one delegate may enter, and up to a maximum of two (2) delegates per Observer Country with a permanent representative to the OAS. It is important to highlight that the Permanent Observer Missions will be able to observe the development of the Meeting and will only be able to speak whenever the Chair of the meeting so decides.

### **4. Registration of participants:**

In addition to the respective letters of accreditation, delegates must also register by filling out the registration form (See ANNEX I) and send it no later than **September 10, 2021**, to the Department of Human Development, Education and Employment ([trabajo@oas.org](mailto:trabajo@oas.org)).

When registering, it is necessary for each person to include an email in which they will receive confirmation of their registration, and a phone number where the OAS Secretariat and the technical team can contact them via WhatsApp in case they require assistance during the meeting.

### **5. Access to virtual meetings:**

The virtual room will be enabled at 8:00 a.m. (Washington D.C. local time, United States of America) each day of the meeting. It is especially important to connect to the virtual platform at least 30 minutes before the start of the Meeting to ensure that there are no technical failures and above all to have the necessary quorum.

When entering, the virtual platform will require to include the name of the participant in the Meeting, please do so in the following format: "Country - Name". Example: "Argentina - José Beni". It is important to consider that access will not be allowed to delegates who have not been duly accredited in

accordance with point 3 of this Bulletin.

## **6. KUDO Connection Links:**

Duly accredited delegates of Member States, consultative bodies, permanent observers, and speakers who will be joining the virtual meeting (with camera and microphone access) may do so at this [DELEGATE LINK](#). **This link will be working on Thursday, September 23 at 08:00 am EDT** (local time in Washington D.C., United States of America).

Special guests, duly accredited, who will not speak may follow the sessions using the [VIEWER LINK](#).

It is particularly important to note that the XXI Inter-American Conference of Ministers of Labor (IACML) is exclusively for accredited delegations. For this reason, we kindly ask you not to share the link, since access will only be allowed to officials accredited via their Permanent Mission as part of their delegation.

## **7. Test session:**

On September 16, delegations will have the opportunity to perform a test session on the KUDO platform to become familiar with it, do video and audio tests, and resolve any logistical questions that may arise. The links for this test will be sent to the delegations via the Technical Secretariat of the IACML.

## **8. Login and links for sessions of the consultative bodies:**

On Wednesday, September 22, the sessions of the consultative bodies of the Conference: the Trade Union Technical Advisory Council (COSATE) and the Business Technical Advisory Committee on Labor Matters (CEATAL), will be held through the ZOOM platform. The delegates of these bodies may connect to the sessions using the following [CONSULTATIVE BODIES LINK OF THE CONFERENCE](#).

Please make sure to display the name in the following format “Organ - Name” to ensure access is allowed (Example: “COSATE - Juan Pérez”).

The sessions of the consultative bodies will be held in Spanish and English.

## **9. Languages and working documents:**

The XXI Inter-American Conference of Ministers of Labor (IACML) will be conducted in the four official languages of the Organization (Spanish, French, English, and Portuguese), for which simultaneous interpretation will be available.

The substantive documents can be accessed on the website of the XXI Inter-American Conference of Ministers of Labor (IACML) at the following link: [LINK TO DOCUMENTS OF THE MEETING](#) or by scanning the QR code on the first page of this bulletin.

In order to hold the Meeting in the established time, it is important that the documents to be discussed are previously reviewed in order to expedite their final approval.

## 10. Connectivity and recommendations:

Please consider the following recommendations to facilitate access to the platform:

- Connect via Google Chrome or Firefox, preferably from a desktop computer or a laptop.
- If you have a VPN, you should disconnect from it.
- An Internet connection with minimum download/upload speed of 10/10 mb/s is required.
- If you wish to connect via a mobile device, it is necessary that you download the KUDO application (app) and keep your device charged.

## 11. Handbook of Best Practices for Virtual Meetings on KUDO:

The following document contains technical recommendations to ensure the best possible experience when participating in the virtual meeting.



MR-Manual KUDO  
CIP ENG without PA'

## 12. Additional information:

For more information, please consult the website: [XXV Inter-American Conference of Ministers of Labor \(IACML\)](#) or contact Maria Claudia Camacho, Chief of the Labor and Employment Section at [MCamacho@oas.org](mailto:MCamacho@oas.org) and/or at [trabajo@oas.org](mailto:trabajo@oas.org) .



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**ANEXO I / APPENDIX I**

**XXI CONFERENCIA INTERAMERICANA DE MINISTROS DE TRABAJO (CIMT) DE LA OEA (CIMT) /  
XXI INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR (IACML)**

*Del 22 al 24 de septiembre de 2021/ September 22 to 24, 2021*

**FORMULARIO DE REGISTRO / REGISTRATION FORM**



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**ANEXO I / APPENDIX I**

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

<b>INFORMACIÓN PERSONAL / PERSONAL INFORMATION</b>	
País / Country	
Apellido / Last Name	Nombre / First Name
Cargo / Position	
Organización / Organization	
Teléfono Oficina / Office Telephone	Teléfono Móvil / Mobil Telephone <sup>1</sup>
Correo electrónico / E-Mail	

<b>OTRA INFORMACIÓN RELEVANTE / OTHER RELEVANT INFORMATION</b>

Envíe, por favor, este formulario a más tardar el **10 de septiembre de 2021.** / Please submit this form by no later than **September 10, 2021.** [trabajo@oas.org](mailto:trabajo@oas.org)

<sup>1</sup> Su número de teléfono móvil será utilizado únicamente para resolver problemas técnicos, si los hubiera, durante la Reunión. Le agradecemos proporcionarnos esta información.

Your mobile number will only be used to solve technical issues, if they arise, during the Meeting. We thank you in advance for providing this information.