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

Organization of American States

P. 202.458.3000
www.oas.org

INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

CICAD

Secretariat for Multidimensional Security

FIFTY-FIFTH REGULAR SESSION
April 29 - May 1, 2014
Washington, D.C.

OEA/Ser.L/XIV.2.55
CICAD/INF.1/14
26 March 2014
Original: English

INFORMATION BULLETIN

1. Venue and date

The fifty-fifth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Washington D.C., on April 29 thru May 1, 2014**,** in the Ruben Dario Room, (Eighth floor) at the General Services Building (GSB) of the General Secretariat of the Organization of American States located at 1889 F Street N.W., Washington D.C., 20006. The meeting will commence at 9:00 a.m. as set forth in the Draft Schedule of Activities to be posted online at the CICAD webpage.

2. Coordination

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) 370-9895 and fax (202) 458 3658.

- **Karoline Oliveira**
  Executive Secretariat of CICAD
  Organization of American States
  T: 1(202) 370-4615
  E-Mail: koliveira@oas.org

- **Rodrigo Idrovo**
  Department of Conference and Meeting Management
  Organization of American States
  T.: 1 (202)-370-0671
  E-Mail: ridrovo@oas.org

3. Meeting Services

Registration of Participants:

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

a. Via Web, through Fifty-fifth Regular Session of CICAD, enter your e-mail address and the event code **us00bc** according to attached instructions.

b. Via Fax, completing 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: Maria Juliana Lujan mlujan@oas.org.

c. In person at the registration desk located at the Ruben Dario Room, (Eighth Floor) Monday, April 28, from 4:30 p.m. to 5:00 p.m., and on Tuesday, April 29, from 8:00 a.m. to 11:00 a.m.

4. 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. 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-fifth Regular Session of CICAD

5. Entry and Departure Requirements

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 US. 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 the US. For more information visit the website

http://www.travel.state.gov.

6. Weather

During the months of April and May in Washington D.C., the temperature ranges between 55° and 70°F (13° to 22° C).

7. ***Distance from the airport to downtown DC***

Ronald Reagan National Airport	15 minutes	taxi US$30.00 (approx.)
Dulles International Airport	40 minutes	taxi US$60.00 (approx.)

Delegates may choose to contact their country's Permanent Mission to the OAS to arrange transportation during their stay in Washington DC.

For more information visit the following websites:

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

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

8. ***Electrical Current***

The electrical current is 110 volts.

9. ***Hotel Accommodations***

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 Embassy or by calling the following hotel, which is offering a special rate:

State Plaza Hotel
2117 E Street N.W.
Washington D.C. 20037
Tel: (202) 861-8200
Toll free: 1-800-424-2859
Fax: (202) 659-8601

Single Room
US$199.00 (breakfast included)
please mention OAS event
www.stateplaza.com

Other options include:

Lombardy Hotel
2019 Pennsylvania Avenue N.W.
Washington D.C. 20006
Toll free: 1-800-424-5486
Fax: (202) 872-0503

www.hotellombardy.com

The Concordia Hotel http://www.theconcordia.com/
1250 New Hampshire Avenue N.W.
Washington D.C. 20036
Tel: (202) 973-5500
Fax: (202) 557-2201

The George Washington University Inn
www.washingtonsuitesgeorgetown.com
824 New Hampshire Ave NW.
Washington DC 20037
Tel: (011) 202 872-1680
Tel: (011) 703 872- 9006

Virginian Suites www.virginiansuites.com
1500 Arlington Boulevard, Arlington
Tel: (011)202 872-1680
Tel: (011)703 872-9006

Avenue Suites www.avenuesuites.com
2500 Penn Ave NW, Washington DC
Tel: (011)202 333-8070

NOTE: All hotel expenses must be paid directly by each participant. We suggest making your hotel reservations as soon as possible**.**

10. Medical care

It is recommended that delegates have medical insurance with international coverage for major medical expenses.

11. Additional Information

All inquiries regarding the fifty-fifth regular session of the Inter-American Drug Abuse Control Commission (CICAD) should be communicated to Washington, D.C, by calling (202) 370 9895, or visiting the website: Fifty-fifth Regular Session of CICAD

CICAD FAX: (202) 458-3658

FORMULARIO DE INSCRIPCIÓN / REGISTRATION FORM

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

Del 29 de abril al 1 de mayo de 2014 / April 29 - May 1, 2014

Washington D.C. – U.S.A.

PAÍS U ORGANIZACIÓN/

COUNTRY OR ORGANIZATION: _____

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

NOMBRE / NAME: _____

CARGO / POSITION: _____

DIRECCIÓN PERMANENTE/

PERMANENT ADDRESS: _____

TELÉFONO / TELEPHONE: _____ FAX: _____

E-MAIL: _____

DIRECCIÓN LOCAL

LOCAL ADDRESS: _____

(in Washington DC)

TELÉFONO / TELEPHONE: _____

(in Washington DC)

EN CASO DE EMERGENCIA, AVISAR/

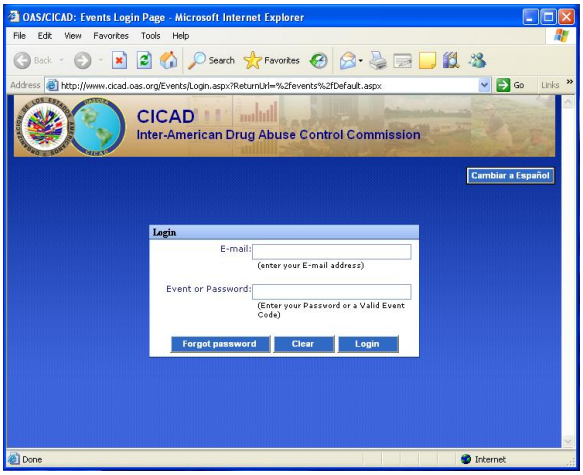
IN CASE OF EMERGENCY, NOTIFY: _____

INSTRUCTIONS FOR THE WEB REGISTRATION

Fifty-fifth Regular Session of CICAD

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:

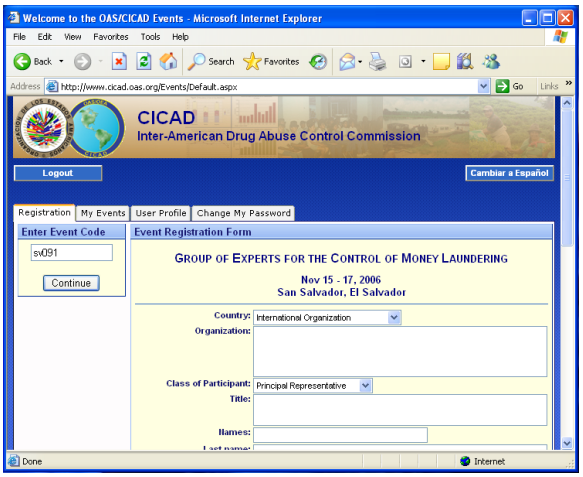
1. In the first “E-mail” form area, type in your e-mail address

2. In the “Event or Password” area, you should type in the event code: **us00bc**

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.

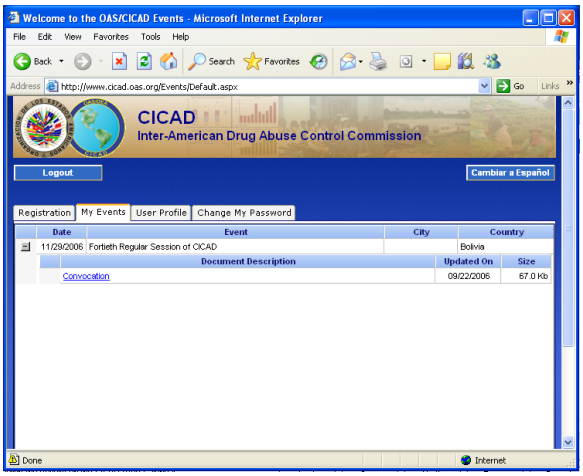
The section concerning “Day/time of arrival/departure and flight number” may be filled out at a later date if you don’t have your flight information at this time.

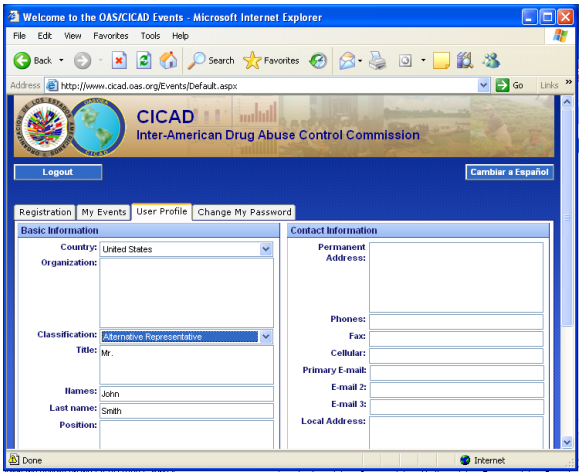
5. Finally, you should click on the button “Submit Registration” and the information will be forwarded to CICAD and the system will send a confirmation message to your e-mail address.

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.

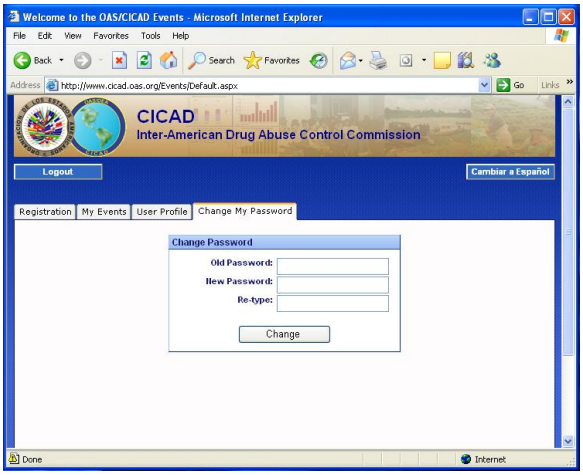




The “User Profile” tab shows your basic information from registering in the system, which remains for future events.

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.