

GENERAL ASSEMBLY



THIRTY-FIFTH REGULAR SESSION
OF THE GENERAL ASSEMBLY
June 5-7, 2005
Fort Lauderdale, Florida, U.S.A.

corr. 2

INFORMATION BULLETIN

1. Site of the General Assembly Session

The thirty-fifth regular session of the General Assembly will be held from June 5 to 7, 2005, in Fort Lauderdale, Florida. The sessions and meetings will be held in the Floridian Ballroom on the third level of the Fort Lauderdale/Broward County Convention Center. Other meetings will take place in other designated rooms at the Convention Center.

The inaugural session will take place on Sunday, June 5 in the Grand Floridian Ballroom of the Convention Center offered by the host country, and will be followed by a reception in honor of the delegates. A full schedule of events and detailed information can be obtained from the OAS website: <http://www.oas.org/XXXVGA>.

2. National Coordinating Office

National Coordinator:

Ambassador Ronald D. Godard
Special Coordinator for the 2005 OASGA
Fifth Floor, SA-15
U.S. Department of State
Washington, D.C., 20522
Phone: (703) 516-1773
Fax: (703) 516-1772

Administrative Director:

Penelope Williams
Office of International Conferences
Room 1517, IO/OIC
U.S. Department of State
Washington, D.C. 20520
Phone: (202) 647-8336
Fax: (202) 647-1301

E mail: xxxvoasga@yahoo.com

3. Hotels

The host country has made advance room allocations for members of delegations, permanent observers and press members in the official hotels listed below. The host country will provide accommodations only at the **Hyatt Pier 66 Hotel for Foreign Ministers** (Heads of Delegation); other delegates are expected to fund their own expenses. **In order to receive OASGA rates, room reservations at the official hotels are to be made directly with the Housing Bureau at the OAS General Assembly website, <http://www.oas.org/XXXVGA>.**

Official OASGA Hotels	Distance to Convention Center	Single/Double 1 or 2 beds	Triple 2 beds (3 persons)	Quad 2 beds (4 persons)	Suites / Upgrades (1 - 4 persons)
Embassy Suites Hotel – 17 th Street	½ mile	\$139.00	\$149.00	\$159.00	All Suites
Fort Lauderdale Marina Marriott	Across the street	\$112.00	\$122.00	\$132.00	Suite range \$350 - \$950
Hyatt Regency Pier 66	¾ mile	\$141.00	\$161.00	\$181.00	1 Bedroom Suite \$1000
Renaissance Hotel	Across the street	\$143.00	\$153.00	\$163.00	Jr. Suite \$193 1 BR Suite \$243
Sheraton Yankee Clipper (Suggested Press Hotel)	1 ½ miles	\$86.00	\$101.00	\$115.00	1 BR Suite \$300 Exec Suite \$400

NOTE: The local lodging tax rate is 11%

Hotel room reservations will be assigned strictly in the order in which requests are received. The hotel bill must be paid directly by each participant before departure. The host country cannot incur any expenses or make payments on behalf of any delegation.

A valid credit card number must be given with each reservation to ensure confirmation. **ALL** reservations **MUST** be made through the [OASGA Housing Bureau](#) online, via fax, phone or email. (Please click on link above or see appendix).

All room reservations, without exception, must be confirmed before May 1, 2005. After this date, the above rates are no longer guaranteed. Also, advance unconfirmed reservations will be cancelled and the Housing Bureau will not be responsible for reservations at the designated hotels.

4. Air Transportation

It is recommended that delegates reserve their round-trip flights as early as possible, directly with the airlines or their travel agencies. Use of the Fort Lauderdale International Airport, located only ten minutes from the official hotels and convention center, where possible is recommended. Miami International Airport, located approximately a 45-minute ride from Ft. Lauderdale, the destination of many flights, can also be used.

5. Airport Arrival

The host country will have staff available to welcome delegates and permanent observers June 3 from 1200 – 2200, on June 4 from 0700-2200 and on June 5 from 0700-1800. It is therefore important for delegates to include all flight details on the **ARRIVAL AND DEPARTURE**

INFORMATION form, to be submitted to the Office of the Administrative Director **before May 1, 2005** by fax: (202) 647-1301 or e-mail: xxxvoasga@yahoo.com. (Please see appendix)

Delegates and permanent observers will be provided with scheduled shuttle bus transportation from the Miami International Airport and Fort Lauderdale International Airport to the official hotels listed in section 3 of this bulletin (“Hotels”). The host country will provide this service from 1200 – 2200 on June 3 and from 0700 – 2200 on June 4 and from 0700 – 1800 on June 5.

For other participants, taxi service from Miami Airport to Fort Lauderdale is available at a cost of approximately \$75 and “Super Shuttle” service available at a cost of approximately \$25 per person. The official hotels also provide shuttle van transportation from the Fort Lauderdale Airport.

6. Local Ground Transportation

The host country will provide transportation for all General Assembly participants between the hotels listed in section 3 and the Fort Lauderdale/Broward County Convention Center, according to established schedules.

There will also be a shuttle bus transportation service for delegates and permanent observers from the Convention Center to all official social events.

Delegates requiring individual transportation may order taxi services through the transportation desk at the Fort Lauderdale/Broward County Convention Center or their hotel’s concierge.

The host country will provide shuttle bus transportation to the Miami and Fort Lauderdale International Airports to delegates and permanent observers on a scheduled basis from the official hotels the evening of June 7 and during the day of June 8.

7. United States Entry and Departure Requirements

Attached to this bulletin is an information sheet regarding U.S. entry visa requirements. Participants needing entry visas should apply for them, as appropriate, at a U.S. embassy or consulate. (Please see appendix)

8. Registration of Participants

The attached General Assembly registration form should be filled out and **sent to the OAS no later than May 17, 2005**, to facilitate registration procedures. Late registration will take place on the mezzanine level of the Fort Lauderdale Renaissance Hotel, in the Papagayo Room, between 10:30 a.m. and 6:00 p.m., beginning on June 4, 2005. Delegates will be issued identification cards, which, for security reasons, **must be displayed during all General Assembly activities**. Delegations are requested to present copies of their official credentials when they register. (Please see appendix)

Delegations, observers, and special guests are kindly requested to address their accreditation letters and any other correspondence relating to the General Assembly session to the Secretary General of the OAS at the following address:

Office of the Secretariat to the General Assembly
17th Street and Constitution Avenue, N.W.
Washington, D.C. 20006
Fax: (202) 458 3929

Please ensure that all information is accurate, current and complete. The sequence in which an individual's name is shown on the pre-registration form will be used for the photo identification badge and access authorization list.

Please provide **two identical, passport-type photographs** for each member of the delegation. The photographs must be in color, clear, full-front facial view on a light colored background. Dark glasses should not be worn for the photograph unless the individual wears them routinely for medical reasons. **The name and country/organization of the individual must be written legibly on the reverse of each photograph.** The photographs must accompany the pre-registration application form. Your attention to these requirements will greatly facilitate the accreditation process. (Please see appendix)

9. Working Languages and Documents

The proceedings of the General Assembly session will be conducted in the official languages of the OAS: English, French, Portuguese, and Spanish. Simultaneous interpretation will be provided in those languages.

10. Communications

International telephone calls may be placed at the site of the General Assembly. These calls may be made either collect or at the caller's expense in the special telephone booths provided for the event. AT&T Calling cards may be purchased on site.

11. Currency

The currency used is the U.S. dollar. Internationally recognized credit cards are accepted by most hotels and local businesses. Foreign exchange services are available at both Ft. Lauderdale and Miami Airports. Not all hotels provide currency exchange services.

12. Medical Care

Emergency first aid services will be available to participant during meeting hours. The first aid room is located on the ground floor of the Convention Center.

There will also be 24-hour ambulance available at the Convention Center. **All participants are strongly advised to obtain medical insurance valid in the US prior to their arrival.**

A Walgreen's drugstore providing 24-hour service is located near the Convention Center.

13. Other Services

The Convention Center has automatic bank teller facilities and a travel information booth providing a full range of services.

In addition to various snack bars located throughout the Convention Center, a full service cafeteria will be located on the ground floor inside Hall A. This high-quality buffet service will be available for breakfast and lunch at a moderate price to all participants and attendees. Dates and hours of operation: June 5 - 7, 2005. 7:00 am - 3:00 pm.

There are also a cyber café and vending machines providing beverages and snacks.

14. Hours of Business

Local shop hours vary, but most are open continuously from 10:00 a.m. to 9:00 p.m., Monday through Saturday, with many having Sunday hours from 12:00 noon until 6:00 p.m. Major shopping centers are open until 9:00 p.m. weekdays and until 6:00 p.m. on Sundays.

Banks are generally open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Several banks are open from 9:00 a.m. until 12:00 noon on Saturday.

15. Weather

At the time of the General Assembly session, the average temperature in Fort Lauderdale will range from 23°C to 31°C (75°F to 88°F). Afternoon thunderstorms are common.

16. Electricity

The electric current is 110 volts, 60 cycles.

17. Local time

In June, the time in Fort Lauderdale is Eastern Daylight Savings Time (GMT-4).

Miscellaneous

1. Invited Special Guests

Organizations seeking to be invited to attend the XXXV OAS General Assembly as special guests, in accordance with Article 10 of the Rules of Procedure, must present their requests to the General Secretariat at least 60 days in advance (April 5, 2005) of the opening of the Assembly session. Those requests must contain the following information for each individual desiring to attend: Full name, date and place of birth, social security number (for U.S. residents), or passport number (for foreign residents). Although up to three persons may be accredited from each organization, seat limitations will permit no more than one representative per organization in the plenary session.

2. Security Requirements

All participants will be required to wear credentials issued by the OAS in order to gain access to the Convention Center and other venue areas. To ensure the security of attendees, all persons entering these venues will be required to undergo security screening (metal detector, briefcase/handbag inspection, etc.) at meeting and event access control points.

3. Hotel Business Centers

Fort Lauderdale-area hotels used by the delegations have business centers on their premises. Among the billable services available are secretarial and clerical support, copying, FAX transmission and receipt, internet access and typing.

4. Delegation Office Space

While the delegates' lounge provides working space for individuals, no delegation office space will be available at the Convention Center. Delegations desiring to establish temporary offices should contact one of the official delegation hotels and make these arrangements directly with the hotel.



Organización de los Estados Americanos
Organização dos Estados Americanos
Organisation des États Américains
Organization of American States

XXXV Regular Session of the General Assembly of the Organization of American States

Hotel Reservation Request Form

General Assembly Dates: June 5 - June 7, 2005

Hotel Reservation Deadline: May 1, 2005

ONLINE: <http://www.oas.org/xxxvga>

FAX:

E-MAIL: gflhousing@broward.org

PHONE: Toll Free: 1-877-664-4774 (Mon-Fri, 9:00am – 5:00pm EST)

Local / International: 954-765-4774

MAIL TO: OASGA Housing Bureau

954-765-4414 or 954-765-4197

c/o Greater Fort Lauderdale

Convention & Visitors Bureau

100 E Broward Blvd; Ste 200

Fort Lauderdale, FL 33301

Hotel Preference Rank (1-5)	Official OASGA Hotels	Distance to Convention Center	Single/Double 1 or 2 beds	Triple 2 beds (3 persons)	Quad 2 beds (4 persons)	Suites/Upgrades (1 - 4 persons)
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	Sheraton Yankee Clipper	1 ½ miles	\$86.00	\$101.00	\$115.00	1 BR Suite \$300 Exec Suite \$400

Name of Guest _____ # of Adults in Room: _____
 # of Beds Requested: _____ Sharing Room With: _____
 Special Requests (i.e. handicapped room, smoking preference, etc.): _____
 Arrival Date: _____ Time: _____
 Departure Date: _____

Credit Card Type: _____ Number: _____ Expiration Date: _____
 Cardholder Name: _____ Signature: _____

Send Confirmation To: _____ Delegation: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: () _____ Business Phone: () _____
 Fax () _____ E-mail Address: _____

INSTRUCTIONS:

Complete **ONE** housing form for **EACH ROOM** requested. **ALL** reservations **MUST** be made through the OASGA Housing Bureau online, via fax, phone or email. If booking online, be sure to print a copy of your acknowledgement. **If you do not receive an acknowledgement number, the OASGA Housing Bureau did NOT receive your reservation.** An acknowledgement of your reservation request will be sent to you via e-mail, fax or mail by the OASGA Housing Bureau within 7 days. Check the accuracy of your acknowledgement and print a copy for your records. You will **NOT** receive a separate confirmation from your hotel and please **DO NOT** call the hotels directly. Group rates and availability are subject to change after the reservation deadline of May 1, 2005.

Booking Policy: Room reservations will not be held unless guaranteed by a valid credit card **ONLY**. Contact the OASGA Housing Bureau to block 10 or more rooms. **Room rates do not include 11% tax.** Reservations received after the May 1, 2005 deadline, are conditional on room availability with no rate guarantees. **Shuttle service is included to the Broward County Convention Center from all official OASGA hotels.**

Cancellation Policy: ALL cancellations must be made online at www.oas.org/xxxvga or received in writing to the OASGA Housing Bureau via fax, email or mail and will be issued a cancellation date and number. Cancellations made **after May 1, 2005** will result in a **\$100.00 non-refundable penalty**, and may also result in forfeiture of a one-night's deposit charged at your hotel's discretion.

Changes/Early Departure Policy: Access your reservation online at www.oas.org/xxxvga OR contact the OASGA Housing Bureau in writing via fax, e-mail or mail through **June 1, 2005**. Please reference your acknowledgement number. An early departure penalty of one-night's room rate plus tax may be charged at your hotel's discretion.



**Organización de los Estados Americanos
Organização dos Estados Americanos
Organisation des États Américains
Organization of American States**

**XXXV Regular Session of the General Assembly
XXXV Período Ordinario de Sesiones de la Asamblea General
Fort Lauderdale, Florida
5-7 June/Junio 2005**

**Foto
Photograph
2"x 2"**
(Please print name
and country on back
of photograph)
(Favor imprimir el
nombre y país
detrás de la foto)

<i>REGISTRATION FORM / FORMULARIO DE INSCRIPCIÓN</i>			
Country or Organization/ País u Organización:			
	<input type="checkbox"/>	Principal representative / Representante titular	
	<input type="checkbox"/>	Alternate representative / Representante suplente	
	<input type="checkbox"/>	Observer / Observador	
	<input type="checkbox"/>	Other /Otro	
Last name / Apellido:			
First name / Nombre:			
Position / Cargo:			
Permanent address / Dirección permanente:			
Telephone / Teléfono:	()	Fax	()
E-mail:		@	
Local address / Dirección local			
Telephone / Teléfono	()		
		_____ Signature / Firma	



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Organisation des États Américains
Organization of American States

ARRIVAL AND DEPARTURE INFORMATION

To be sent to Office of the Administrative Director by fax (1-202-647-1301)
or by email (xxxvoasga@yahoo.com)
No later than **May 1, 2005**.

INFORMACION VUELOS DE LLEGADA Y SALIDA

Favor mandar a la Oficina de Coordinación Nacional via fax (1-202-647-1301)
o correo electrónico (xxxvoasga@yahoo.com)
Fecha límite: **Mayo 1, 2005**.

Country / País					
Organization / Organización:					
First Name / Nombre:					
Last Name / Apellidos:					
Occupation / Ocupación					
Area Code / Código de área		Phone / Teléfono:			
Fax		E-mail:			
Mailing address / Dirección Postal					
City / Ciudad		Country / País:			
Arrival date/fecha de llegada		Flight/Vuelo No:		Time/Hora	
	dd/mm	Airport:			
Departure date / Fecha de salida		Flight/Vuelo No:		Time/Hora	
	dd/mm	Aiport:			

Please note this information is required to provide delegates and permanent observers with transportation to and from the Miami and Ft. Lauderdale airports.

Esta información es requerida para proporcionar a los delegados y observadores permanentes el servicio de transporte desde y hacia los aeropuertos de Miami y Ft. Lauderdale.

ATTACHMENT

VISAS



**U.S. Department of State
Bureau of Consular Affairs
Visa Services
Public Inquiries Division**

**General Information about Getting a Visa to Come to the U.S
Summary for Organization of American States General Assembly Participants**

Since September 11, 2001, visa applications have been subject to a greater degree of scrutiny than in the past. The timeframes for visa processing today are difficult to predict with accuracy for any individual applicant, and could vary significantly by country. The State Department is working hard with other government agencies to rationalize clearance procedures in ways that continue to protect U.S. borders, our first priority, while facilitating legitimate travel. We continue the proud tradition of welcoming visitors to the United States, with secure borders and open doors.

For many nonimmigrant visa applicants, a personal interview is now required as a standard part of visa processing, and contact will need to be made by the traveler with the U.S. Embassy or Consulate to schedule an appointment for an interview. Applicants who need additional screening are informed at the time they submit their applications. These steps can take additional time to process a visa. We stress the importance of each person desiring to travel to the U.S. reviewing his/her visa status and making an early visa application, if one is required. Advance planning is the essential ingredient to having your visa when you need it!

Please note that Embassy Consular Sections overseas have sole responsibility for issuance of visas, and they generally are the first point of contact for visa processing status. The Department of State is not able to expedite the processing of visa applications.

Foreign Government Officials - Ministers and Delegations

- Heads of government, Ministers, and other government officials generally do not require interviews when applying for visas, if their travel is official. However, a consular officer can request an interview.
- Ministers, delegates, and government officials supporting the delegation must present a diplomatic note from their governments requesting a visa for the purpose of the meeting. There is no fee for these visas. Travelers should apply as soon as possible to the U.S. Embassy in their country of residence.

Travelers who are not Foreign Government Officials

- **With the exception of some Canadian citizens, persons desiring to attend from the private sector will need a visitor visa. They should apply as soon as possible to the U.S. Embassy in their country of residence.** For visa waiver countries, citizens meeting the visa waiver criteria will not need a visa. See:

http://www.travel.state.gov/visa/tempvisitors_novisa_waiver.html for the visa waiver program procedures.

- **Media and journalists will need a media (I) visa.** For application procedures and much more, refer to: http://travel.state.gov/visa/tempvisitors_types_media.html.
- For additional information, Canadian citizens should refer to: http://www.travel.state.gov/visa/tempvisitors_novisa_canadians.html.
- After identifying that a visa is needed, foreign travelers should contact the Embassy Consular Section in their country to determine visa procedures and processing timeframes. We recommend contacting the Consular Section via Internet at http://www.travel.state.gov/travel/abroad_embassies.html. For a few countries, foreign travelers will need to contact the Consular Section by telephone or in person.
- For information regarding wait times for visa interview appointments and processing times, please refer to http://www.travel.state.gov/visa/tempvisitors_wait.php.
- The Department of State recommends our web site as the first source of up-to-date visitor visa information. Information about visitor visas, what a person needs to apply, and fees is available on our website at: http://www.travel.state.gov/visa/tempvisitors_types_visitor.html.
- For information in Spanish/para obtener información en español: <http://unitedstatesvisas.gov/spanish/index.html>.

(January 2005)