



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

**INTER-AMERICAN DRUG ABUSE  
CONTROL COMMISSION**

**CICAD**

**Organization of American States**

P. 202.458.3000  
[www.oas.org](http://www.oas.org)

**Secretariat for Multidimensional Security**

**FIFTY-SEVENTH REGULAR SESSION  
April 29 – May 1, 2015  
Washington, District of Columbia**

**OEA/Ser.L/XIV.2.57  
CICAD/INF.1/15 rev.1  
6 April 2015  
Original: Spanish**

## **INFORMATION BULLETIN**

### **1. Venue and Date**

The fifty-seventh regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Washington D.C., on April 29 thru May 1, 2015, in the Padilha Vidal Room, (TL) 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., 8<sup>th</sup> Floor, Washington, D.C., 20006, telephone: (202) 370-9895 and fax (202) 458 3658.

**Magali Santos (Logistics)**  
Executive Secretariat of CICAD  
Organization of American States  
T: (+1) 202-370-4934  
E-Mail: [MSantos@oas.org](mailto:MSantos@oas.org)

### **3. Meeting Services**

#### **REGISTRATION OF PARTICIPANTS:**

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

- a. Via WEB, through [Fifty-seventh Regular Session of CICAD](#), enter your e-mail address and the event code **US00C7** 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: Rosa Munarriz [RMunarriz@oas.org](mailto:RMunarriz@oas.org).

- c. In person at the registration desk located outside the Padilha Vidal room (TL) of the General Services Building (GSB), on Tuesday, April 28, from 3:30 p.m. to 5:00 p.m., and on Wednesday, April 29, from 8:00 a.m. to 9:00 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. All documents will be available in English and Spanish. 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-seventh 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 United States. 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 United States of America. 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° to 70°F (13° to 22° C).

#### 7. Distance from the airport to downtown

Ronald Reagan National Airport	15 minutes	taxi US\$30.00 (approx.)
<a href="http://www.mwaa.com/dulles/dulles.htm">http://www.mwaa.com/dulles/dulles.htm</a>		

Dulles International Airport	40 minutes	taxi US\$60.00 (approx.)
<a href="http://www.metwashairports.com/reagan/1179.htm">http://www.metwashairports.com/reagan/1179.htm</a>		

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

## 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 Embassies or by calling the hotels.

To facilitate the booking of hotel rooms, a list of hotels near OAS headquarters is provided below. Participants are reminded that all reservations must be made as soon as possible to the e-mail addresses indicated in the table below. Upon making their reservations, participants are kindly asked to indicate that they will be attending an event of the Organization of American States (OAS).

**Reservations will follow the usual procedures established by the hotels. The CICAD/OAS does not guarantee specific hotel reservations; they are based on availability and will be subject to the policy in effect at the hotel.**

Hotels near OAS	Rates US\$	Contact Information
<b>State Plaza Hotel</b> 2117 E St. N.W. Washington D.C. 20037 (202) 833-6965 Fax: (202) 587-1354 <a href="http://www.stateplaza.com">www.stateplaza.com</a>	Single room: US\$204 + 14.5% (Taxes) Limited availability. It is recommended to make reservations as soon as possible to access preferential rate.  Rate includes breakfast.	<u>Reservations:</u> David Manalang <a href="mailto:dmanalang@stateplaza.com">dmanalang@stateplaza.com</a>  Please mention the event of the Organization of American States (OAS). Also please include your name, arrival date, departure date and credit card number with expiration date.
<b>The Beacon Hotel and Corporate Quarters</b> 1615 Rhode Island Avenue, NW Washington, D.C. 20036 (202) 296-2100/ (202)787-1756 Fax: (202) 463-6614 <a href="http://beaconhotelwdc.com">http://beaconhotelwdc.com</a>	Single room: US\$229 + 14.5% (Taxes) Limited availability. It is recommended to make reservations no later than April 7 to access government rate.  Rate includes a full American breakfast (one per room) and wifi.	<u>Reservations:</u>  Online: <a href="https://www.reservations-page.com/C00200/H00587/be.a.shx?pc=OAS">https://www.reservations-page.com/C00200/H00587/be.a.shx?pc=OAS</a>  Promo code: OAS
<b>Lombardy Hotel</b> 2019 Pennsylvania Avenue	Single room: US\$259 + 14.5% (Taxes)	<u>Reservations:</u> Dara Goldberg

Hotels near OAS	Rates US\$	Contact Information
N.W. Washington D.C. 20006 1-800-424-5486 Fax: (202) 872-0503 <a href="http://www.hotellombardy.com">www.hotellombardy.com</a>	Limited availability. It is recommended to make reservations no later than April 12 to access preferential rate.  Rate does not include breakfast.	<a href="mailto:dgoldberg@hotellombardy.com">dgoldberg@hotellombardy.com</a> DeCarlo Wiley <a href="mailto:dwiley@hotellombardy.com">dwiley@hotellombardy.com</a>  Please mention "OAS Open Block #3318". Also please include your name, arrival date, departure date and credit card number with expiration date.

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

Other hotel 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](http://www.hotellombardy.com)

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

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

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

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

**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-seventh regular session of the Inter-American Drug Abuse Control Commission (CICAD) should be communicated to Washington, D.C, by calling (202) 202-370-9895, or visiting the website: [Fifty-seventh Regular Session of CICAD](#)

**CICAD FAX: (202) 458-3658**

**FORMULARIO DE INSCRIPCIÓN / REGISTRATION FORM**  
LVII PERÍODO ORDINARIO DE SESIONES DE LA CICAD/  
LVII REGULAR SESSION OF CICAD  
Del 29 de abril al 1 de mayo de 2015 / April 29 - May 1, 2015  
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, D.C.)

TELÉFONO / TELEPHONE: \_\_\_\_\_  
(in Washington, DC)

EN CASO DE EMERGENCIA, AVISAR/  
IN CASE OF EMERGENCY, NOTIFY: \_\_\_\_\_

\_\_\_\_\_  
FIRMA / SIGNATURE

**INSTRUCTIONS FOR THE WEB REGISTRATION**

## Fifty-seventh Regular Session of CICAD

MS Internet Explorer version 5 or superior is recommended.

Direct your web browser to this [link](#). 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: **US00C7**

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.

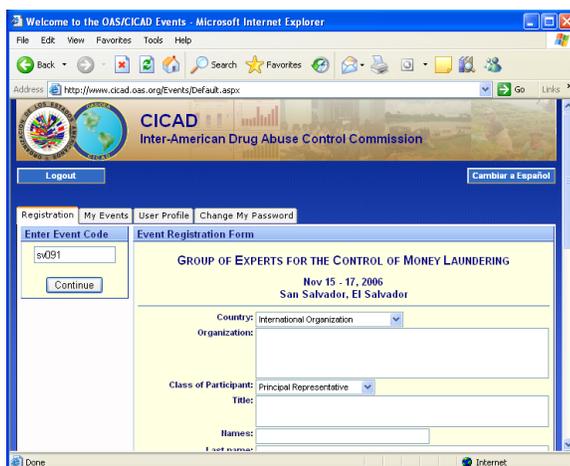
If you have previously registered a password and don't remember it, you should click on the button “Forgot Password,” which will send a message with the password to your e-mail address.

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.

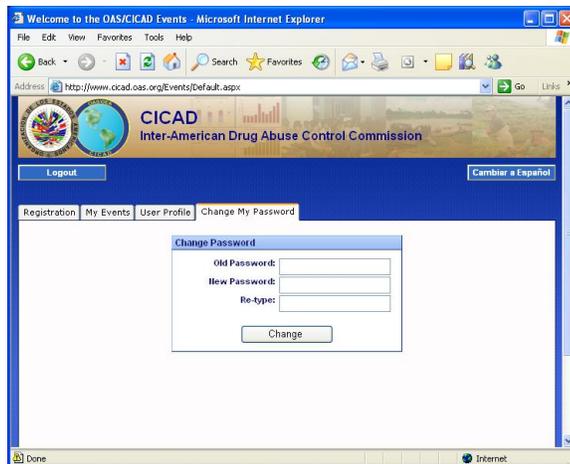
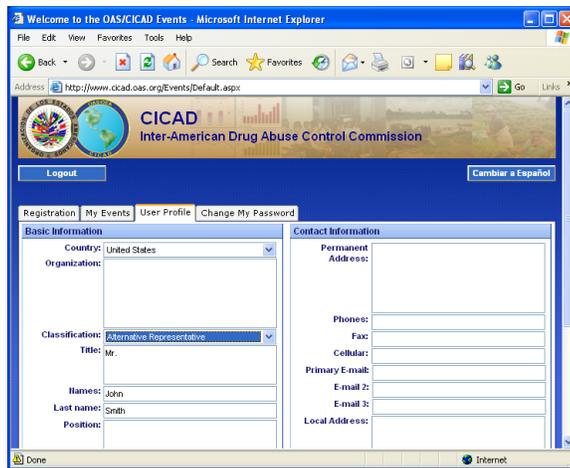
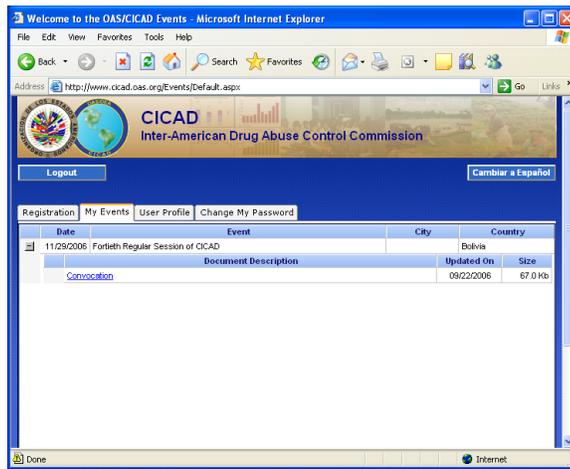
The “User Profile” tab shows your basic information from registering in the system, which remains for future events.

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.