



INTER-AMERICAN DRUG ABUSE  
CONTROL COMMISSION

**CICAD**

SEVENTIETH REGULAR SESSION  
November 16-19, 2021  
Virtual session

OEA/Ser.L/ XIV.2.70  
CICAD/INF.2/21  
October 29, 2021  
Original: Spanish

### INFORMATION BULLETIN

*Delegations may download the documents at the following web address:*  
[Seventieth Regular Session of CICAD](#)



#### 1. Venue:

The seventieth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held virtually from November 16 to 19, 2021.

#### 2. Technical and Logistical Coordination:

The technical aspects of the meeting will be coordinated by the CICAD Executive Secretariat (ES-CICAD) of the Organization of American States (OAS).

**María Virginia García**

CICAD Executive Secretariat  
Telephone: +1 832 946 9946  
E-Mail: [MVGarcia@oas.org](mailto:MVGarcia@oas.org)

The logistical aspects of the meeting, including the operation of the KUDO virtual platform, will be coordinated by the Department of Conference and Meeting Management (ASG/DCMM) of the Organization of American States (OAS).

**Aida Magaly Rothe**

Department of Conference and Meeting Management  
Telephone: +1 202 497 3301  
E-Mail: [MRothe@oas.org](mailto:MRothe@oas.org)

#### 3. Registration:

##### A. Virtual attendance as PARTICIPANT – OAS Member States

Due to the platform's limited capacity, a maximum of four (4) designated representatives per OAS member state may be connected to the session as participants authorized to speak during the session. We kindly request to note that only representatives registered as participants will be able to make interventions during the session.

To register as a participant from a **Member State**, please complete the registration table below and send it by email to María Virginia García ([MVGarcia@oas.org](mailto:MVGarcia@oas.org)) no later than Friday, November 12, 2021.

#### REGISTRATION TABLE (PARTICIPANT - OAS MEMBER STATES)

| INFORMACIÓN PERSONAL / PERSONAL INFORMATION    |                     |
|--|---------------------|
| Apellido / Last Name                           | Nombre / First Name |
| Cargo / Position e/and Institución/Institution |                     |
| País / Country                                 |                     |
| Correo electrónico / E-Mail                    |                     |
| Teléfono Móvil / Mobil Telephone (WhatsApp)    |                     |

Delegates registered as participants should connect to the session one hour before the start time to test the application (video and microphone) and to ensure the meeting starts on time.

#### B. Virtual attendance as VIEWER (non-participatory) - OAS Member States

To register as a **Member State** viewer, please complete the registration table below and email it to María Virginia García ([MVGarcia@oas.org](mailto:MVGarcia@oas.org)) no later than Friday, November 12, 2021.

#### REGISTRATION TABLE (VIEWER - OAS MEMBER STATES)

| INFORMACIÓN PERSONAL / PERSONAL INFORMATION |                     |
|---|---------------------|
| Apellido / Last Name                        | Nombre / First Name |
| País / Country                              |                     |

#### C. Virtual attendance as PARTICIPANT – OAS Permanent Observer, International Organizations, and Civil Society

Due to the platform's limited capacity, OAS Permanent Observers, international organizations, and civil society organizations registered with the OAS may register up to three (3) delegates to participate virtually, with one (1) speaking participant. The designated delegate/representative may speak during the corresponding segment according to the meeting's schedule of activities.

To register as a virtual participant on behalf of OAS Permanent Observers, international organizations, and civil society, please complete the following registration table and send it by email to Paula Demassi

[PDemassi@oas.org](mailto:PDemassi@oas.org) no later than Friday, November 12, 2021

**REGISTRATION TABLE (OAS PERMANENT OBSERVERS,  
INTERNATIONAL ORGANIZATIONS, AND CIVIL SOCIETY)**

| <b>INFORMACIÓN PERSONAL / PERSONAL INFORMATION</b> |                     |
|--|---------------------|
| Apellido / Last Name                               | Nombre / First Name |
| Cargo / Position e/and Institución/Institution     |                     |
| País / Country                                     |                     |
| Correo electrónico / E-Mail                        |                     |
| Teléfono Móvil / Mobil Telephone (WhatsApp)        |                     |

**4. Access to virtual meetings:**

The virtual room will be enabled at 9:00 a.m. (Washington D.C. local time) 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 registered in accordance with point 3 of this Bulletin.

**5. KUDO connection links:**

Duly registered delegates of Member States, permanent observers, international organization, civil society organizations, and panelists/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 Tuesday, November 16 at 09:00 am EDT** (local time in Washington D.C., United States of America).

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

It is particularly important to note that CICAD's seventieth regular session is exclusively for registered delegations. For this reason, we kindly ask you not to share the link, since access will only be allowed to registered delegates.

**6. Test session:**

On November 15, registered 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 these test sessions are as follows:

|           | <b>Date</b>   | <b>Time</b>                       | <b>Link</b>                            |
|-----------|---------------|-----------------------------------|--|
|           |               | (EDT- Washington D.C. local time) |  |
| <b>AM</b> | NOV. 15, 2021 | 10:30 a.m. – 12:30 p.m.           | <a href="#">Participant Connection</a> |
| <b>PM</b> | NOV. 15, 2021 | 02:30 p.m. – 4:30 p.m.            | <a href="#">Participant Connection</a> |

**7. Languages:**

CICAD's seventieth regular session will be conducted in the four official languages of the Organization (Spanish, French, English, and Portuguese), for which simultaneous interpretation will be available.

When entering the KUDO platform, click on "Audio Original/Original Audio" and select the language of your preference.

**8. Documents:**

The documents of CICAD's seventieth regular session can be accessed through the following link: <https://www.oas.org/70cicad> or by scanning the QR code on the first page of this bulletin.

**9. 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.
- Verify with their respective technology departments that the domains kudoway.com and live.kudoway.com are added in the "whitelist" of the firewall and the mail server.
- 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.

**10. 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: [KUDO USER GUIDE](#).