



OAS | CICAD



INTER-AMERICAN DRUG ABUSE  
CONTROL COMMISSION

**CICAD**

SEVENTY-THIRD REGULAR SESSION

May 3, 2023

Virtual session 10:00 – 14:00 hrs (Washington D.C. time)

OEA/Ser.L/ XIV.1.73

CICAD/INF.1/23

March 13, 2023

Original: Spanish

### INFORMATION BULLETIN

*Delegations may access documents for the seventy-third regular session through the following link:*  
[Seventy-third Regular Session of CICAD](#)

#### 1. Venue:

The seventy-third regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held virtually on May 3, 2023.

#### 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).

**Point of contact: 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 OAS.

**Point of contact: Luisa Quintero**

Department of Conference and Meeting Management

Telephone: +1 202 701-4681

E-Mail: [LQuintero@oas.org](mailto:LQuintero@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 speaking participants. Kindly 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 Monday, May 1, 2023.

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

PERSONAL INFORMATION	
Last Name	First Name
Position and Institution	
Country	
E-Mail	
Mobile Telephone Number (WhatsApp)	

Delegates registered as participants should connect to the session one hour before the meeting starts in order to test the application (video and microphone) and to ensure the session commences 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 Monday, May 1, 2023.

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

PERSONAL INFORMATION	
Last Name	First Name
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 organizations, please complete the following registration table and send it by email to

Paula Demassi ([PDemassi@oas.org](mailto:PDemassi@oas.org)) no later than Monday, May 1, 2023.

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

PERSONAL INFORMATION	
Last Name	First Name
Position and Institution	
Country	
E-Mail	
Mobile Telephone Number (WhatsApp)	

**4. Access to virtual meeting:**

The virtual room will be enabled at 9:00 a.m. (Washington D.C. local time) the 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 the name of the participant in the Meeting to be listed. In this regard, please do so in the following format: "Country - Name". Example: "Argentina - José Beni". Kindly note that access will only be given to delegates who have duly registered in accordance with point 3 of this Bulletin.

**5. KUDO connection links:**

Duly registered delegates of member states, permanent observers, international organization, and civil society organizations, who will be joining the virtual meeting (with camera and microphone access) may do so using the [DELEGATE LINK](#). **This link will be accessible on Wednesday, May 3, 2023 from 09:00 am EDT** (local time in Washington D.C., United States of America).

Delegates who have duly registered as viewers may follow the sessions using the [VIEWER LINK](#).

CICAD's seventy-third regular session is exclusively for registered delegations. For this reason, we kindly request that the link not be shared, since access will only be allowed to registered delegates.

**6. Test session:**

On Tuesday May 2, registered delegations will have the opportunity to perform a video and audio test session on the KUDO platform and resolve any logistical questions that may arise. The links for these test sessions are as follows:

Date	Time	Link
	(EDT- Washington D.C. local time)	
May 2, 2023	11:00 a.m. – 12:00 p.m.	To join as Participant: <a href="https://live.kudoway.com/ad/220115711782">https://live.kudoway.com/ad/220115711782</a> Meeting ID: 220115711782  To join as Viewer: <a href="https://live.kudoway.com/br/110117874238">https://live.kudoway.com/br/110117874238</a> Meeting ID: 110117874238

**7. Languages:**

CICAD’s seventy-third 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 seventy-third regular session can be accessed through the following link: <https://www.oas.org/en/sms/cicad/sessions/73/>

**9. Connectivity and recommendations:**

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

- Connect via Google Chrome or Firefox, preferably from a desktop computer or a laptop.
- Verify \ that the domains kudoway.com and live.kudoway.com are added in the "whitelist" of the firewall and the mail server.
- Disconnect from any VPN.
- Ensure that your Internet connection has a minimum download/upload speed of 10/10 mb/s.
- Download the KUDO application (app) and keep your device charged, if you wish to connect via a mobile device.

**10. Handbook of Best Practices for Virtual Meetings on KUDO:**

The following document contains technical recommendations to ensure the best possible connection when participating in the virtual meeting: [KUDO USER GUIDE](#).