



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

Secretariat for Multidimensional Security

FIFTY-FIRST REGULAR SESSION
May 9 - 11, 2012
Washington, D.C.

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CICAD/INF.1/12
14 March 2012
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INFORMATION BULLETIN

1. Venue and Date:

The fifty-first regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held on May 9 to 11, 2012 in Washington D.C., United States of America. The sessions will take place in the General Services Building (GSB) of the Organization of American States located at 1889 Street N.W. Washington D.C. 20006, telephones: (202) 458-3178 y (202) 458-3179, fax (202) 458-3658. The meeting will commence 9:00 a.m. as set forth in Draft Schedule of Activities to be circulated shortly.

2. Coordination General:

Karoline Oliveira

Executive Secretariat of CICAD
Organization of American States
T: (202) 458-3178 y (202) 458-3179
Fax: (202) 458-3658
E-Mail: koliveira@oas.org

Aida Rothe

Department of Conference and Meeting Management
Organization of American States
T.: 1-202-458-3035
E-Mail: mrothe@oas.org

3. Accommodation:

Due to comfort and transportation, the OAS General Secretariat recommends to all participants to make their hotel reservations in any of the below hotels with whom the OAS General Secretariat has negotiated the following preferential rates:

Recommended Hotels	Rate (in US\$) ^(a)	Website
<p>State Plaza Hotel Address: 2117 E Street NW Washington DC T: (011) 202 861-8200 or 1-800-424-2859 Contact: To do the reservation please mention the Group Number: #11094 – CICAD/OAS. Preferential Rate Deadline: April 16, 2012</p>	<p>US\$ 189 + 14.5% + 10% (Tax + Service)</p>	<p>http://www.stateplaza.com</p>
<p>The Washington University Inn Address: 824 New Hampshire Ave NW, Washington DC 20037 T: (011) 202 872-1680 T: (011) 703 872- 9006</p>	<p><i>Studio Suites (with King size bed or two full size beds):</i> US\$ 229 + 14.5% (Tax)</p>	<p>www.washingtonsuitesgeorgetown.com</p>
<p>Virginian Suites Address: 1500 Arlington Boulevard, Arlington Tel: (011)202 872-1680 Tel: (011)703 872-9006</p>	<p><i>Suite:</i> US\$ 179 + 10.25% (Tax) US\$ 224 with transportation</p>	<p>www.virginiansuites.com</p>
<p>The River Inn Address: 924 25th Street NW, Washington DC T: (011)202 872-1680 T: (011)703872- 9006</p>	<p><i>Corporate Suite</i> US\$ 239 + 10.25% (Tax) Include WIFI.</p>	<p>www.theriverinn.com</p>
<p>Avenue Suites</p>	<p><i>Suite w/king bed</i></p>	<p>www.avenuesuites.com</p>

^(a) All the hotel reservations should be completed by 16 de Abril de 2012 in order for the promotional rates to be valid.

Recommended Hotels	Rate (in US\$) ^(a)	Website
Address: 2500 Penn Ave NW, Washington DC T: (011)202 333-8070	U\$S 249 + 10.25% (Tax) Include WIFI.	
Hotel Lombardy Address: 2019 Pennsylvania Avenue NW, Washington DC T: (011)202 828-2600 To do reservation please call at 1-800-424-5486 or 202 828-2600 and mention the code LOAS . The preferential rate is subject to availability.	<i>Suite w/king bed</i> U\$S 224 + 10.25% (Tax) Include breakfast with an extra charge of \$25	www.hotellombardy.com
One Washington Circle Address: One Washington Circle NW, Washington DC T: 202 730-1246	<i>Studio Suites (with King size bed or two full size beds):</i> \$239 + 14.50% tax	www.thecirclehotel.com

Each participant will pay his or her hotel bill (accommodation, consumes, etc) directly prior to departure, in accordance with the usual hotel procedures. **Reservation requests will only be confirmed if they come with a currently active credit card number and expiration date.**

Each delegation, without exception, must indicate its accommodation requirements by the established deadline of April 16th 2012. After that date, the OAS General Secretariat will be unable to guarantee the availability of rooms and special rates arranged with the hotels selected for the fifty-first regular session of the Inter-American Drug Abuse Control Commission (CICAD), and its block of reservations will be canceled automatically.

4. Requirements for entering and leaving the country

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 travel.state.gov

The United States Government requires presenting a passport, which must have a minimum validity of six months, and a copy of round-trip ticket.

5. Arrival at the Airport:

We recommend using the services of taxi or bus from Ronald Reagan National Airport (DCA) or Washington Dulles International Airport (IAD). The Washington Dulles International Airport is within 26.2 miles / 42.16 kilometers from Washington DC and Reagan National Airport is 5 miles / 8 kilometers from the hotel previously mentioned in this newsletter. The taxi fare in Washington, DC is \$ 4.25 (first mile) and \$ 1.50 for each additional mile (<http://www.mwaa.com/reagan/1193.htm>). For more information visit the following websites:

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

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

The approximate cost of taxis to the hotels is: Ronald Regan National Airport (DCA) \$15 dollars and Dulles International Airport \$55 dollars.

It is also recommended to contact directly with the country's Permanent Mission to the OAS for transportation during their stay in Washington DC.

6. Accreditation:

Delegations, observers, and special guests are also asked to send their credentials and any other correspondence regarding the Fifty-first regular session of the Inter-American Drug Abuse Control Commission (CICAD) to the OAS General Secretary at the following address:

Organization of American States

Executive Secretariat of CICAD

1889 F Street N.W.

Washington, D.C. 20006

Fax: 1-202-458-3178

E-Mail: mlujan@oas.org

7. Registration of Participants:

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

- a. Via Web, through <https://www.cicad.oas.org/events>, enter your e-mail address and the event code **us00ab** according to attached instructions. (See Appendix I.)
- b. Via Fax, fill in the attached Registration Form (See Appendix II), 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 CICAD 51 Registration Desk, located in the terrace level General Service Building (GSB) of the Organization of American States (*1889 F Street, N.W. Washington D.C. 20006*) on May 8th, from 3:00 p.m. to 5:00 p.m., and on May 9th, from 7:30 a.m. to 9:00 a.m.

Delegates will receive an I.D. that, for security reasons, they should wear during all conference activities. Delegations are kindly asked to provide a copy of their official credentials when registering.

8. Working Languages and Documents:

The sessions of the fifty-one regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be conducted in the four official languages of the OAS: Spanish, French, English, and Portuguese. Simultaneous interpretation services will also be provided in those languages. The working documents distributed during the meeting will also be in the four languages of the OAS.

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-First Regular Session of CICAD](#).

9. Medical care

The General Secretariat will provide medical services for participants while meetings are under way. It is recommended that delegates have medical insurance with international coverage for major medical expenses.

10. Additional Information:

All inquiries regarding the Fifty-first regular session of the Inter-American Drug Abuse Control Commission (CICAD) should be communicated to Washington, D.C, by calling (202) 458-3178, or visiting the website: [Fifty-First Regular Session of CICAD](#).

INSTRUCTIONS FOR THE WEB REGISTRATION

<https://www.cicad.oas.org/events>

It is recommendable to use MS Internet Explorer version 5 or superior.

Direct your web browser to <https://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.

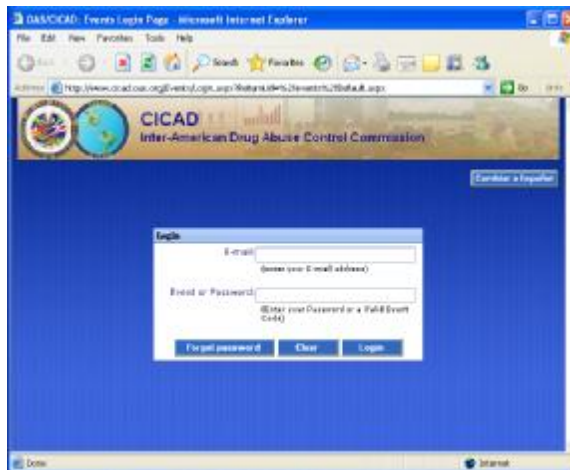
You will need to register for the website service:

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: **us00ab**

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

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.

message to your e-mail address.



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

**LI REGULAR SESSIONS OF CICAD
LI PERIODO ORDINARIO DE SESIONES DE LA CICAD**

**REGISTRATION FORM
FORMULARIO DE INSCRIPCIÓN**

May/Mayo 9-11, 2012
Washington D.C., USA

Country or Organization /
País u Organización: _____

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

Personal Information / Información Personal:

Last Name / Apellidos		First Name / Nombre	
Title or Position / Cargo			
Organization / Organización			
Country / País			
Telephone / Teléfono	Fax:	E-mail / Correo Electrónico	
Emergency Contact / Contacto en caso de Emergencia:			

Please submit this form to the the Executive Secretariat of CICAD no later than **April 20, 2012** / *Por favor enviar este formulario a la Secretaria Ejecutiva de la CICAD, a más tardar el 20 de Abril de 2012*

**E-mail: mlujan@oas.org
Tel: 1-202-458-3658**

** We remind delegates that in addition to sending this form, they must be accredited by their permanent missions to the OAS./ Les recordamos a los delegados que además de enviar este Formulario, es necesario que sean acreditados por sus Misiones Permanentes ante la OEA