



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-SECOND REGULAR SESSION
November 28 - 30, 2012
San José, Costa Rica

OEA/Ser.L/XIV.2.52
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16 November 2012
Original: Spanish

INFORMATION BULLETIN

Delegations may obtain the meeting documents by using the following link: [Fifty-Second Regular Session of The Inter-American Drug Abuse Control Commission \(CICAD\)](#)



1. Venue and Dates

The Fifty-Second Regular Session of CICAD will be held from November 28 to 30, 2012 in San Jose, Costa Rica. The Session will take place in the Emperador meeting room of the Hotel La Condesa (mountain hotel), located high up in the Central Volcanic Mountain Ridge "Monte de la Cruz", San Rafael de Heredia, about 40 minutes from the International Airport Juan Santamaria.

2. General Coordination

The meeting at OAS will be coordinated by:

Executive Secretariat of CICAD,
Organization of American States
Address: 1889 "F" Street, N.W., 8th Floor,
Washington, D.C., 20006,
Telephones: (202) 458-3178 and (202) 458-3179
Fax (202) 458-3658.

The meeting in Costa Rica will be coordinated by:

Bernardita Marín Salazar
Deputy Director
Instituto Costarricense sobre Drogas (ICD)
Address: San José, Barrio Dent, 300 N de la Subaru Los Yoses,
Adjacent to Jurguens Restaurant
Location: 2nd floor Planning Unit
San José, Costa Rica
Phone: (506) 8702-7555
Email: bmarin@icd.go.cr

3. Lodging

To facilitate the booking of hotel rooms, ICD has requested preferential rates for participants at the *Hotel La Condesa*, where the meeting will take place. For more information, please refer to the table below.

Transportation will be provided between the hotels La Condesa and Plaza Herradura. The delegates who choose to stay in a hotel different from those are welcome to take the bus at the Plaza Herradura towards La Condesa every morning at a time to be determined.

Participants are reminded that all reservations, without exception, must be made individually and only to the e-mail address indicated in below table, before November 18, 2012. Upon making their reservations, participants are kindly asked to indicate that they will be attending the 52 Regular Session of CICAD in order to guarantee the special rate as well as the transportation hotel/airport/hotel. Reservations will follow the usual procedures established by the hotels. Cancellations will be subject to the policy in effect at the hotel.

The hotel bill must be paid directly by each participant at the end of his/her stay.

For your convenience and in order to facilitate the transportation, it is highly recommended that participants stay at the same hotel as the event.

Hotel	Rates	Web page
Hotel La Condesa (meeting venue) Located at Monte de la Cruz, San Rafael de Heredia Max number of rooms: 65	SingLe room US\$144.0 for the nights of the event. ¹ SingLe room US\$124.0 for the nights previous to the event.	To make a reservation please email: reunioncostarica@totaleventscr.com , with copy to : roberto@totaleventscr.com (The reservation must be made to the indicated email address, to maintain the rate)
Plaza Herradura Located at 5 km of the International Airport Juan Santamaria and about 35 minutes from the Hotel La Condesa (meeting venue)	Double room US\$176.0 for the nights of the event. Double room US\$156.0 for the nights previous to the event. All these rates include breakfast and Wi-Fi access	Rates guaranteed until November 18

4. Meals

The Government of Costa Rica offer "coffee breaks" the days of the event. Lunches will be served at the Hotel la Condesa for the delegations staying at either of the hotels mentioned above. For the delegations staying at other hotels, lunch will be available for purchase at the rate of aprox. USD\$28 (taxes included).

5. Air transportation

It is recommended to delegates, observers and representatives of international organizations and other participants to make flight reservations as soon as possible, directly with their travel agents or airlines of their choice.

¹ Government taxes is 8% of the invoiced amount. Taxes are included in hotel rates.

Several US airlines operate direct routes to San Jose, Costa Rica, such as Delta, United, American and America West, as well many international airlines such as Virgin Atlantic, KLM, Iberia, Mexicana, TACA, and Air Canada, among others.

The departure tax for ordinary passports in Costa Rica is U.S. \$ 28.00 (U.S. Dollars) on all international flights out of the country. Diplomatic passports are exempt from departure tax.

6. Visa Requirements for entering/ leaving the country

Delegates shall be responsible for complying with the visa requirements established by the Government of Costa Rica. Attached, please find a list of those requirements. Delegates, permanent observers and representatives of international organizations and other participants are strongly encouraged to enquire as early as possible at the embassies or consulates of Costa Rica in their countries, as to particular requirements for their country with regards to visa to enter Costa Rica. (Appendix I)

The Government of Costa Rica requires a passport be valid for at least six months, and a copy of a round-trip ticket.

ATTENTION²: If you will be traveling to Costa Rica from South America and / or sub-Saharan Africa you will need the Yellow Fever Vaccine. This applies to the following countries: Angola, Benin, Burkina Faso, Cameroon, Congo, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Sierra Leone, Sudan, Bolivia, Brazil, Colombia, Ecuador, Peru, Guyana and Venezuela.

The vaccine must be verified by the "International Certificate of Vaccination against Yellow Fever" which is valid from 10 days after vaccination.

Please note that it is strictly mandatory to carry the vaccination certificate with you upon entry into the country. In the case of foreigners from countries at high risk, migration authorities will request the International Vaccination Certificate against Yellow Fever. You will not be granted entry into the country if you do not have this valid and current certificate with you. Foreigners from countries at high risk with counter-indications to the yellow fever vaccine will need to bring with them a valid medical certificate indicating the specific condition that prevents them from obtaining the vaccine.

7. Arrival at the airport

The Government of Costa Rica will arrange for expedited custom services of Ministers, Highest-Ranking Authorities and delegates from the airport to the two hotels indicated above, and vice versa after the meeting. Also, transportation service will be offered for those delegates staying at the Hotel la Condesa and Hotel Plaza Herradura. There will be a representative from Total Events waiting at the departure area to take the travelers to their lodging.

Delegates are requested to forward, in advance, all information regarding their hotel and flights, using the attached form (Appendix IV), and to send it by e-mail to Roberto Pizarro, email: roberto@totaleventscr.com.

For those delegations that have chosen to stay at a different hotel, we recommend that you take an

² Information extracted from <http://www.costarica-embassy.org/index.php?q=node/93> on October 23rd, 2012 at 2:35 pm Washington DC

airport authorized taxi to your hotel. The authorized taxi is called Taxis Unidos and their cars can be identified by the color orange and red.

The International Airport Juan Santamaria is 23km west of San Jose. Buses and taxis connect the airport with the city.

8. Registration and Accreditation of Participants

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

- a. Via WEB, through <http://www.cicad.oas.org/Events>, enter your e-mail address and the event code cr00d according to attached instructions. (See Appendix III.)
- 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 in attention to Maria Juliana Lujan at mlujan@oas.org.
- c. In person at the CICAD 52 Registration Desk, on Tuesday, November 27, from 3:00 p.m. to 5:00 p.m., and on Wednesday, November 28, from 7:30 a.m. to 9:00 a.m. at the main entrance hall of the hotel

9. Working 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

We kindly ask that delegates download the documents of the meeting from: Fifty-Second Regular Session of the Inter-American Drug Abuse Control Commission (CICAD). Only documents strictly necessary for the meeting will be printed, respecting the "Print by Request" policy in an attempt to reduce paper consumption. There will be wireless internet connection in the meeting room.

10. Communications

Delegations may make local and international telephone calls from the hotel where the event will be held or from the hotel where they are staying, using collect calls or international phone cards, which may be purchased at commercial establishments close to the hotels.

The dialing code for international calls from Costa Rica is 001 (followed by the area code and the telephone number).

11. Security

The Government of Costa Rica will provide all necessary security during the meeting at the event hotels and while in transit.

12. Medical Assistance

The hotel has general medical personnel contacts that can handle emergencies in its facilities, as well as nearby hospitals, for ambulance transportation.

Nevertheless, it is recommended that delegates have medical insurance with international coverage for medical expenses, to prevent any eventuality due to accident, illness, liability for damages to third parties, temporary or permanent disability or death, which might arise during the trip or stay in Costa Rica.

13. Other Items of Interest

a. Opening hours

In Costa Rica commercial establishments are open from 9:00 a.m. until 7.00 p.m. Lunch is usually taken between 12:00 p.m. and 2:00 p.m., while supper is generally served from 6:30 p.m. to 8:30 p.m. Banks are open Monday to Friday from 9:00 a.m. to 4:00 p.m. (GMT-6) and on Saturday from 9:00 a.m. to 12 p.m.

Government offices work from 8:00 a.m. to 5:00 p.m.

b. Currency

Local currency is the Costa Rican Colon, (approx. \$492.67= \$1 / September 2012)

In Costa Rica, most international credit cards (Visa, MasterCard or American Express) are accepted at hotels and businesses.

ATMs are available in commercial areas and banks; and they operate 24 hours a day.

c. Local Time

The official time in Costa Rica is six hours behind Greenwich Mean Time (GMT -6).

d. Weather

The weather in San Jose, Costa Rica varies little throughout the year. It rains frequently from May to November. Temperatures range between 21° and 27° C.

e. Electric Current

The electric current is 110 volts / 60 Hz.

f. Official Tourism Information

The electric current is 110 volts / 60 Hz. You can visit the website of the Costa Rican Institute of Tourism (ICT): <http://www.visitcostarica.com>, which details the relevant tourist information about Costa Rica in different languages.

g. Public Transportation

There are taxi services which can be called from the hotel to take you anywhere in city. There is also a round trip public bus service from the Province of Heredia to the De la Cruz Mountain starting at 6 pm. The last bus runs at 10 pm. The ride is about 40 minutes long.

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Visa Requirements for OAS Member States

The following countries require a visa to enter the country:

Country	Visa	Exceptions
COLOMBIA	Visa Required	Visa from the USA, Canada, South Korea, Japan, European Union countries and/or Schenger visa stamped in the passport for at
ECUADOR	Visa Required	Visa from the USA, Canada, South Korea, Japan, European Union countries and/or Schenger visa stamped in the passport for at
HAITI	Restricted visa*	Visa from the USA, Canada, South Korea, Japan, European Union countries and/or Schenger visa stamped in the passport for at
PERU	Visa Required	Visa from the USA, Canada, South Korea, Japan, European Union countries and/or Schenger visa stamped in the passport for at
REPUBLICA DOMINICANA	Visa Required	Visa from the USA, Canada, South Korea, Japan, European Union countries and/or Schenger visa stamped in the passport for at

*For more information visit <http://www.costaricaembassy.org/index.php?q=node/23>

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REGISTRATION FORM / FORMULARIO DE INSCRIPCIÓN

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	
Designation / Cargo			
Organization / Organización			
Address / Dirección			
País / Country		Passport / Pasaporte	
Telephone / Teléfono	Fax		E-mail / Correo Electrónico

Please submit this form to the Inter-American Drug Abuse Control Commission no later than November 23, 2012
Por favor envíe este formulario a la Comisión Interamericana Para el Control del Abuso de Drogas a más tardar el 23 de noviembre de 2012

Email: mlujan@oas.org
Tel: 1 (202) 458-3178 / Fax: 1 (202) 458-3654

** We remind delegates that in addition to sending this Form, it is necessary that they are 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.

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INSTRUCTIONS FOR THE WEB REGISTRATION

WWW.CICAD.OAS.ORG/EVENTS

MS Internet Explorer version 5 or superior is recommended.

Direct your web browser to <http://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.

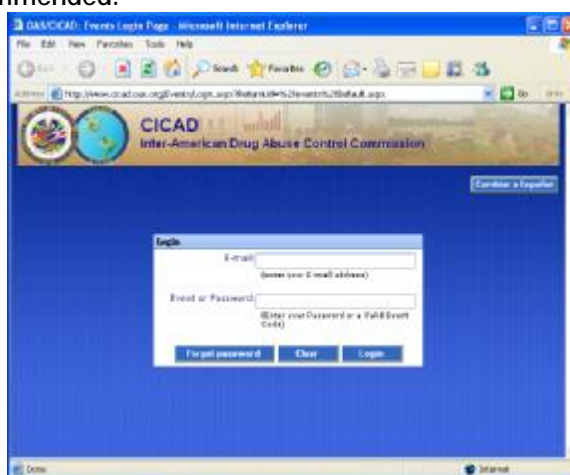
You will need to register for the website service:

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: CR00D

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.

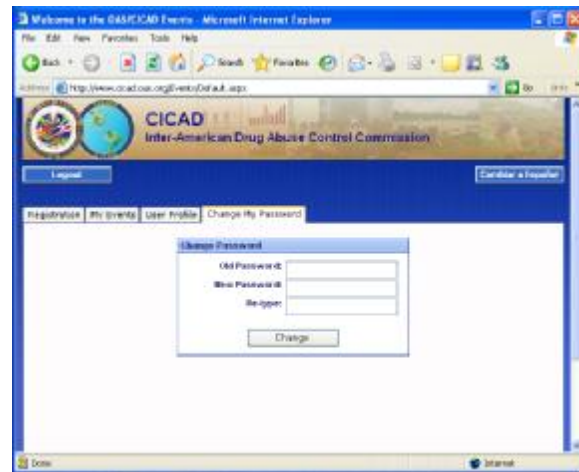


The "Change Password" tab allows you to define a new password for accessing the system. You will then be able to log on and change any information in your profile.

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



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FORMULARIO DE VIAJE / TRAVEL SCHEDULE FORM

PERSONAL INFORMATION / INFORMACIÓN PERSONAL			
Country / País			
Organization/Organización		Occupation / Ocupación:	
First Name / Nombre:		Last Name / Apellido:	
E-Mail	Area Code/ Código de Área:	Phone /Teléfono:	Fax:

FLIGHT INFORMATION / INFORMACIÓN DE VUELO					
Date / Fecha	FROM / Desde	TO / A	Airline & Flight # / Aerolínea & No. Vuelo	Departure Time / Hora de	Arrival Time / Hora de

HOTEL
Hotel name and address / Nombre del hotel y dirección

Please provide any other relevant information (eg. special transportation requirements, etc.) / Favor incluir información adicional relevante (Ej. Necesidades especiales de transportación, etc.)

Please send this form no later than November 23, 2012 to / Por favor enviar este formulario a más tardar el 23 de noviembre de 2012 a: Roberto Pizarro, email: roberto@totaleventscr.com .