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## INFORMATION BULLETIN

### Training of Training in the Universal Treatment Curricula (UTC) Session II – February 25 to March 1, 2019 Washington, DC

#### 1. Venue and Date

The Training of Trainers in UTC (Session II) will be held on February 25-March 1, 2019 in Washington, DC at the following venue:

Room Ruben Dario (8<sup>th</sup> Floor)  
General Services Building (GSB)  
Organization of American States (OAS)  
1889 F Street, NW, Washington, DC, 20006

#### 2. Coordination

##### **Mr. Jose Luis Vazquez**

Specialist  
Demand Reduction Unit  
Inter-American Drug Abuse Control Commission (CICAD)  
Secretariat for Multidimensional Security (SMS)  
Organization of American States (OAS)  
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##### **Ms. Isabella Araujo**

Demand Reduction Program Officer  
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#### 3. Travel Arrangements

Travel reservations for participants are being coordinated by CICAD. CICAD will cover the cost of economy class airfare, per diem and terminal expenses for non-local



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participants. CICAD will coordinate the purchase of participant's airfare and will issue a check for per diem and terminals expenses through the OAS National Offices in respective Member States. Please note that **all participants must book their reservations directly with the hotel.**

Accommodation suggestion:

**State Plaza Hotel** (5 minute walk to the training venue)

**Contact:** David Manalang

**Address:** 2117 E Street, NW - Washington D.C., 20037

**Email:** [dmanalang@stateplaza.com](mailto:dmanalang@stateplaza.com)

**Important:** CICAD has negotiated a special rate of \$169 x 14.95% tax = \$194.27/per night (total = \$1,165.62 for 6 nights) with the State Plaza Hotel. Participants must make their reservations directly with the hotel **by February 1, 2019** (Please contact Mr. David Malang by e-mail). The special rate will expire after February 1<sup>st</sup> and CICAD will not be responsible for reimbursing higher rates.

**4. Visa Requirements**

Participants are responsible for fulfilling the necessary entry requirements established by the United States. Please contact the US Embassy/Consulate in your respective country to request the visa.

**5. Meals**

Lunch will be provided to all training participants.

**6. Other Information of Interest**

**Electrical Current**

The electrical current is 110-120 volts.

**Weather**

The daily average temperature in February is 2°C/32°F.

**7. Rules for participation**

The Secretariat for Multidimensional Security (SMS) aspires to create a working environment in which participants can share their opinions and perspectives, and fully participate in activities without fear of reprisal, intimidation or harassment. The rules apply



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to all types of activities, including social events, and are aligned with Executive Order No. 15-02, "Policy and Conflict Resolution System for Prevention and Elimination of All Forms of Workplace Harassment," a copy of which is available for your information at [http://www.cicad.oas.org/Main/Template.asp?File=/Code/Conducta\\_eng.asp](http://www.cicad.oas.org/Main/Template.asp?File=/Code/Conducta_eng.asp)