

ORGANIZATION OF AMERICAN STATES



INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

cicad

FORTY SECOND REGULAR SESSION
November 27 - 30, 2007
Santa Marta, Colombia

OEA/Ser.L/XIV.2.42
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INFORMATION BULLETIN

1. Venue and date

The forty second regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Santa Marta, Colombia, from November 27 – 30, 2007. The meeting will take place at the Convention Center in The Irotama Hotel.

The inaugural session will be held on Tuesday, November 27th at 9:00a.m. The Draft Agenda and the Draft Schedule of Activities were sent in a separate communication.

2. Office of National Coordination

National Coordinator
Luis Eduardo Alvarado
Dirección Nacional de Estupefacientes (DNE)
Bogotá, Colombia

Telephones: +57 (1) 487-0088 ext. 1922 o 1613
E-mail: lalvarado@rne.gov.co

3. Hotels

Irotama Hotel

Kindly recommend to all participants of the meeting to lodge in the Irotama Hotel, due to logistic, comfort and transportation. The Colombian government guarantees the transportation and transfers of all participants and guests of the Irotama Hotel. The rates offered by the Hotel are only for 5 nights and 6 days in a single room. The rate mentioned below are in US\$, and the current exchange rate with the US\$ is \$1.972 Colombian pesos. This rate includes the following:

Transportation Airport – Hotel - Airport
Breakfast, Lunch and Dinner (various buffets)
Welcome glass of champagne
Use of the gym, sauna, turkish bath and jacuzzi.

<u>Bohío Suite</u>	
Single room 5 nights:	\$ 850.00
Fees:	\$ 120.00
Additional Night:	\$ 168.00
Fees additional night:	\$ 24.00

Irotama Suite XXII

Single room 5 nights:	\$ 905.00
Fees:	\$ 128.00
Additional night:	\$ 178.00
Fees additional night:	\$ 25.00

Jardín Standard

Single room 5 nights:	\$ 450.00
Fees:	\$ 64.00
Additional night:	\$ 87.00
Fees additional night:	\$ 12.17

Standard - Sea View

Single room 5 nights:	\$ 480.00
Fees:	\$ 68.00
Additional night:	\$ 94.00
Fees additional night:	\$ 13.14

Jardín Superior

Single room 5 nights:	\$ 590.00
Fees:	\$ 82.00
Additional night:	\$ 116.00
Fees additional night:	\$ 16.11

Superior – Sea View

Single room 5 nights:	\$ 634.00
Fees:	\$ 89.00
Additional night:	\$ 122.72
Fees additional night:	\$ 17.18

Contact:

Patricia Idarraga
 Logistic Adviser
 Telephone: +57 (5) 432-0600 / +57 (5) 432-0601
 E-mail: patriciaidarragac@irotama.com

All participants should make their own reservations directly with the Hotel. Kindly, indicate that you will be participating at the forty second regular session of CICAD, to obtain special rates for this meeting. All hotel expenses must be paid directly by each participant. **We suggest making your own Hotel reservations as soon as possible.**

Participants must take into consideration that the room rates may vary for any additional dates different from those of the meeting. All expenses for telephone calls and additional services are not included in the established rates and should be covered by each participant.

4. Air transportation

It is recommended that all delegates and observers reserve their round-trip flights as soon as possible, directly with the airlines or travel agencies. Simon Bolivar Airport in Santa Marta is a national

airport, and international connections are done at El Dorado Airport in Bogotá. Avianca and the Aerorepública are the airlines that offers flights from Bogotá to Santa Marta. Delegations are responsible for their own air transportation to and from Simon Bolivar airport to Santa Marta.

5. Entry and Departure Requirements

Delegates are responsible for fulfilling the necessary entry requirements established by Colombia. Participants that require a visa to enter the country must contact the Colombian Consulate in their respective countries or the nearest consular office.

6. Transportation – Airport – Hotel - Airport

Irotama Hotel provides transportation Airport – Hotel – Airport to all guests. Cost for this service is included in the hotel rates. We suggest providing arrival and departure information when you do your reservation with the hotel.

7. Registration of participants

The registration of participants will be as follows:

- A. Via WEB, through <http://www.cicad.oas.org/Events>, enter your e-mail address and the event code **co00f** (see attached instructions).
- B. Via Fax, fill in the attached Registration Form, 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. The address of the Executive Secretariat is:

1889 “F” Street, N.W., Suite 810
Washington, D.C., 20006
Telephones: (+1) 202-458-3178 / 202-458-3179 / 202-458-6321
Fax: (+1) 202-458-3658
E-mail: Lguillen@oas.org or Ahernandez@oas.org
- C. In person at the Irotama Hotel Convention Center, from 2:00 a.m. to 5:00 p.m., on Monday, November 26th and from 8:00a.m. on Tuesday, November 27th .

8. Languages and Documents

There will be interpretation available in Spanish, French, English and Portuguese during the plenary session of the forty second regular session of CICAD. Official documents will be available only in English and Spanish.

9. Currency

The local currency of Colombia is the “*Peso*”. The current exchange rate with the US\$ is 1.972 pesos per US\$ 1.00.

Major credit cards (Visa, Mastercard and American Express) are widely accepted throughout the country. ATM machines are available in shopping centers and banks 24 hours a day.

10. Climate

During the month of November, the city of Santa Marta has a tropical climate with scattered showers. The temperature fluctuates between 30 and 35 degrees Centigrade (86 – 95 degrees Fahrenheit).

Considering the climate in Santa Marta, the use of tie it is not necessary during the plenary sessions (casual-business attire).

On Thursday, November 30th, it is suggested to all participants bring a light coat for the flight over the *Sierra Nevada* of Santa Marta.

11. Local time

UTC/GMT (Coordinated Universal Time/Greenwich Mean Time) - 05:00

12. Electric current

The electric current in Santa Marta is 110 volts.

CICAD FAX: (202) 458-3658

FORMULARIO DE INSCRIPCIÓN/REGISTRATION FORM

**XLII PERÍODO ORDINARIO DE SESIONES DE LA CICAD
XLII REGULAR SESSION OF CICAD**

27 al 30 de noviembre, 2007

November 27 - 30, 2007

Santa Marta, Colombia

PAÍS U ORGANIZACIÓN/
COUNTRY OR ORGANIZATION: _____

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

NOMBRE / NAME: _____

CARGO / POSITION: _____

DIRECCIÓN PERMANENTE/
PERMANENT ADDRESS: _____

TELÉFONO / TELEPHONE: _____

FAX: _____

E-MAIL: _____

DIRECCIÓN LOCAL/
LOCAL ADDRESS: _____

TELÉFONO / TELEPHONE: _____

EN CASO DE EMERGENCIA, AVISAR/
IN CASE OF EMERGENCY, NOTIFY: _____

FIRMA / SIGNATURE



ORGANIZATION OF AMERICAN STATES
INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)

INSTRUCTIONS FOR THE WEB REGISTRATION

[WWW.CICAD.OAS.ORG/EVENTS](http://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, of you should type in the event code that was provided by CICAD.

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” or “Sociedad Civil” 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.



ORGANIZATION OF AMERICAN STATES INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)

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.