

ORGANIZATION OF AMERICAN STATES



INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION



FORTY FOURTH REGULAR SESSION
November 19 - 21, 2008
Santiago, Chile

OEA/Ser.L/XIV.2.44
CICAD/INF.1/08
10 October 2008
Original: Spanish

INFORMATION BULLETIN

1. Venue and date

The forty-fourth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Santiago, Chile, from November 19 – 21, 2008. The meeting will take place at the Convention Center in the Sheraton Santiago Hotel.

The inaugural session will be held on Wednesday, November 19 at 9:00 a.m. The Draft Agenda and the Draft Schedule of Activities will be sent in a separate communication.

2. Office of National Coordination

National Coordinator

Mrs. Rebeca Arredondo
Dirección General de Política Exterior
Ministry of Foreign Affairs of Chile
Telephone: (562) 827 4387 - 827 4714
Fax: (562) 380 1658
E-mail: rarredondo@minrel.gov.cl

3. Hotels

Sheraton Santiago Hotel – Ave. Santa Maria 1742:

Due to logistic, comfort and transportation, kindly recommend to all participants of the meeting to lodge in the Sheraton Santiago Hotel. The Government of Chile guarantees the transportation and transfers of all participants and guests from the alternatives hotels to the Sheraton Convention Center.

The Chilean Government has made tentative reservations of rooms for the delegates to the CICAD XLIV, in the following hotels which includes breakfast. The above-mentioned rates are in US dollars and do not include 19% sales tax. Foreigners that pay their hotels with an international credit card or traveler's checks are exempt of paying taxes, with the presentation of their passports.

Sheraton Santiago Hotel

Room Type	Rate	Availability
Classic room Single or Double	\$ 175	40
Grand De Luxe Single or Double San Cristóbal Tower	\$ 235	20
Hotel Four Points by Sheraton	\$ 160	40

Contact for reservations in the Sheraton Santiago and Four Points by Sheraton Hotels:

Name: Javier Ramírez Lira
 Position: Account Manager
 Telephone: (562) 707 0157
 Fax: (562) 707 0991
 E-mail: javier.ramirez@sheraton.com

Hotels near the Sheraton Santiago Hotel

Hotel / Address	Type of room	Rate	Availability	Confirmation Date	Reservation Contact
Neruda 5* Av. Pedro de Valdivia 164	Single Double	\$ 123 \$ 130	5 10	17 Oct. 08	Andrea Romero Telephone (562) 679 0706 aromero@hotelneruda.cl
Apart-Hotel Neruda Av. Pedro de Valdivia 164	Single Double	\$ 94	15	17 Oct. 08	Andrea Romero Telephone (562) 679 0706 aromero@hotelneruda.cl
Torremayor 4* Av. Ricardo Lyon 322 www.hoteltorremayor.cl	Single Double	\$ 100	7	10 Oct. 08	Felipe Bagú Clegg Telephone (562) 234 2000 Fax (562) 335 7630 reservas@hoteltorremayor.cl
Santiago Park Plaza 5* Av. Ricardo Lyon 207 www.parkplaza.cl	Single Double	\$ 174 \$ 198	15	17 Oct. 08	Ivette Goujon Telephone (562) 372 4000 Fax (562) 372 4055 sales@parkplaza.cl
Park Suites Apartments Lota 2233 www.parkplaza.cl		\$ 90	5	17 Oct. 08	Ivette Goujon Telephone (562) 372 4000 Fax (562) 372 4055 sales@parkplaza.cl
Plaza San Francisco 5* Alameda 816 www.plazasanfrancisco.cl	Single Double	\$ 140 \$ 150	20	17 Oct. 08	Marisol Álvarez Telephone (562) 3604453 malvarez@plazasanfrancisco.cl

All participants should make their own reservations directly with the hotel. Kindly indicate that you will be participating at the CICAD meeting 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.**

Rates for additional night:

Participants must take into consideration that room rates may vary for dates before or after 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.

5. Entry and Departure Requirements

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

6. Transportation – Airport – Hotel - Airport

The Chilean Government provides transportation Airport – Hotel – Airport to all participants at no cost. 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 **CL005** (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 Sheraton Santiago Hotel, from 2:00 a.m. to 5:00 p.m., on Tuesday, November 18, and from 8:00 a.m. on Wednesday, November 19.

8. Languages and Documents

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

9. Currency

The local currency of Chile is the “*Peso*”. The current exchange rate is \$605 pesos per US\$ 1.00, (daily variable exchange rate).

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 Santiago has a spring-like climate with fresh mornings and afternoons, and warm mid-days. The temperature fluctuates between 10 and 25 degrees Centigrade during the day, (50 – 80 degrees Fahrenheit). Rains are not frequent at this time of the year.

Considering Santiago's weather and protocol, business attire is required during the plenary sessions.

11. Electric current

The electric current in Santiago is 220 volts.

12. Business hour at banks

Banks operate from 9:00 a.m. to 2:00 p.m. Money exchanges operate from 10:00 a.m. to 6:00 p.m.

13. Hours of attention in commerce

Commerce stores operate from 10:30 a.m. to 8:00 p.m. The shopping malls operates from 11:00 to 9:00.

14. Public transportation

The most convenient transportation in the city is the Metro (subway); it costs US\$1.00 per trip. Fares vary according to schedule. The cost of an official taxi to or from the airport is US\$30.00.

CICAD FAX: (202) 458-3658

FORMULARIO DE INSCRIPCIÓN/REGISTRATION FORM**XLIV PERÍODO ORDINARIO DE SESIONES DE LA CICAD
XLIV REGULAR SESSION OF CICAD**

19 – 21 de noviembre de 2008

November 19 - 21, 2008

Santiago, Chile

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

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 the code **CL005**

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

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 “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.

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.



