

ORGANIZATION OF AMERICAN STATES



INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

cicad

FORTY-FIFTH REGULAR SESSION
May 6 - 8, 2009
Washington, DC

OEA/Ser.L/XIV.2.45
CICAD/doc.INF.1/09
6 April 2009
Original: Spanish

INFORMATION BULLETIN

1. Venue and date

The forty-fifth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Washington, D.C., on May 6 – 8, 2009, in the Padilha Vidal Room, Terrace level (TL), in the General Secretariat Building (GSB) of the Organization of American States, located at 1889 “F” Street, N.W., Washington, D.C. 20006.

2. Coordination

The meeting will be coordinated by the Executive Secretariat of CICAD, located at 1889 “F” Street, N.W., 8th Floor, Washington, D.C., 20006, telephones: (202) 458-3178 and (202) 458-3179 and fax (202) 458-3658.

3. Meeting services

REGISTRATION 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 **us0090** according to 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: Ligia Guillen, Lguillen@oas.org or Magaly Santos, Msantos@oas.org
- c. In person at the Padilha Vidal Room, Terrace Level, General Secretariat Building of the Organization, Tuesday, May 5th, from 3:00 a.m. to 5:00 p.m., and on Wednesday, May 6th from 8:00a.m. to 11:00 a.m.

4. Languages and Documents

All working sessions will be carried out in the official languages of the organization: spanish, french, english and portuguese. There will be simultaneous interpretation in these languages.

5. Requirements for entry into the country

A visa must be requested in the United States Consulate in your country.

6. **Weather**

At the time of the meeting, the temperature in Washington, D.C. ranges from 55° to 70° F (13° to 22° C).

7. **Distance from airports to downtown Washington**

Ronald Reagan Washington National Airport	15 minutes	taxi US\$20.00 (approx.)
Dulles International Airport	40 minutes	taxi US\$50.00 (approx.)

8. **Electrical Current**

The electrical current is 110 volts.

9. **Accommodations**

Because hotel rooms are in constant demand in Washington, D.C., it is recommended that reservations be made as soon as possible through your country's Embassies or by calling the following hotels:

Lombardy Hotel 2019 Pennsylvania Ave., N.W. Washington, D.C. 20006 Tel: (202) 828-2600 Toll free: 1-800-424-5486 Fax: (202) 872-0503	single room US\$250.00 (taxes included) double room US\$273.00 (taxes included)
State Plaza Hotel 2117 E Street, N.W. Washington, D.C. 20037 Tel: (202) 861-8200 Toll free: 1-800-424-2859 Fax: (202) 659-8601 www.stateplaza.com	single or double room US\$222.00 (taxes included)
The Concordia Hotel 1250 New Hampshire Ave., N.W. Washington, D.C. 20036 Tel: (202) 973-5500 Fax: (202) 557-2201	single room - (tax exempt) US\$169.00 (Studio) US\$199.00 (suite) Double room – (tax exempt) US\$219.00

If no rooms are available in the hotels listed above, participants may make reservations in other hotels by contacting:

Capitol Reservations

Tel: (202) 452-1270

Fax: (202) 452 0537

E-mail: CapRes@aol.com

Website www.visitdc.com

All hotel expenses are responsibility of the participants. Please note that a credit card number is required in order to guarantee the reservation.

CICAD FAX: (202) 458-3658

FORMULARIO DE INSCRIPCIÓN / REGISTRATION FORMXLV PERÍODO ORDINARIO DE SESIONES DE LA CICAD/
XLV REGULAR SESSION OF CICADDel 6 al 8 de mayo de 2009 / May 6 - 8, 2009
Washington, D.C.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: _____
(in Washington D.C.)TELÉFONO / TELEPHONE: _____
(in Washington D.C.)EN CASO DE EMERGENCIA, AVISAR/
IN CASE OF EMERGENCY, NOTIFY: __________
FIRMA / SIGNATURE\

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, you should type in the event code: **us0090**

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.

