



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 FOURTH REGULAR SESSION
December 11-13, 2013
Bogota, Colombia

OEA/Ser.L/XIV.2.54
CICAD/doc.INF.1/13 rev.1 corr.1
25 November 2013
Original: English

INFORMATION BULLETIN

[Delegations can obtain meeting documents at: Fifty-Fourth Regular Session of the Inter-American Drug Abuse Control Commission \(CICAD\)](#)

1. Venue and Date:

The fifty-fourth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held on December 11 to 13, 2013 in Bogota, Colombia. The sessions will take place in the rooms of the J. W. Marriott, located at the financial and entertainment center of the city, under the address Calle 73 No. 8-60, 30 minutes from the International Airport of El Dorado.

Additionally, the Executive Secretariat has the pleasure to inform that on December 10th from 2 pm to 8 pm, a dialogue on “Drug Policies from the Perspective of Health and Human Rights”, organized by the Government of Colombia and civil society, will take place within the framework of CICAD’s fifty-fourth regular session.

2. General Coordination:

This Regular Session will be coordinated by the Executive Secretariat of CICAD located 1889 F St NW, 8th floor, Washington DC, 20006, phone number: (202) 370 4622 and fax (202) 458-3658 and by the Ministry of the Exterior Relations of Colombia, (Coordination of the Fight against Drugs), located at Calle 10 No. 5-51, phones: (57-1) 3814000 ext: 1308 – Fax. (57-1) 3814747.

The CICAD 54 Organizing Committee is presented by the following members:

- **Martha I. Alarcón L.**
Coordinator of the Group of the Fight against Drugs
Ministry of the Exterior Relations
- **Julián Wilches Guzmán**
Director of Drug Policies and Related activities
Ministry of Justice and Rights

- **Juan Carlos Rojas A.**
First Secretary of the Coordination of the Fight against Drugs
Ministry of the Exterior Relations
- **Mauricio Carabalí B.**
Third Secretary of the Coordination of the Fight against Drugs
Ministry of the Exterior Relations

Bogotá D.C., Colombia
Phone: (57-1) 3814000 Ext: 1308
Direct phone line: (57-1) 3814287
Calle 10 No. 5- 51
Email: cicad54colombia@cancilleria.gov.co

The coordination at CICAD will be handled by

- **Rodrigo Idrovo**
Department of Conferences
Phone.: +1 (202)370 0671
E-Mail: ridrovo@oas.org
- **Karoline Oliveira**
Executive Secretariat of CICAD
Phone: +1 (202)370 4615
Fax: (202) 458-3658
E-Mail: koliveira@oas.org

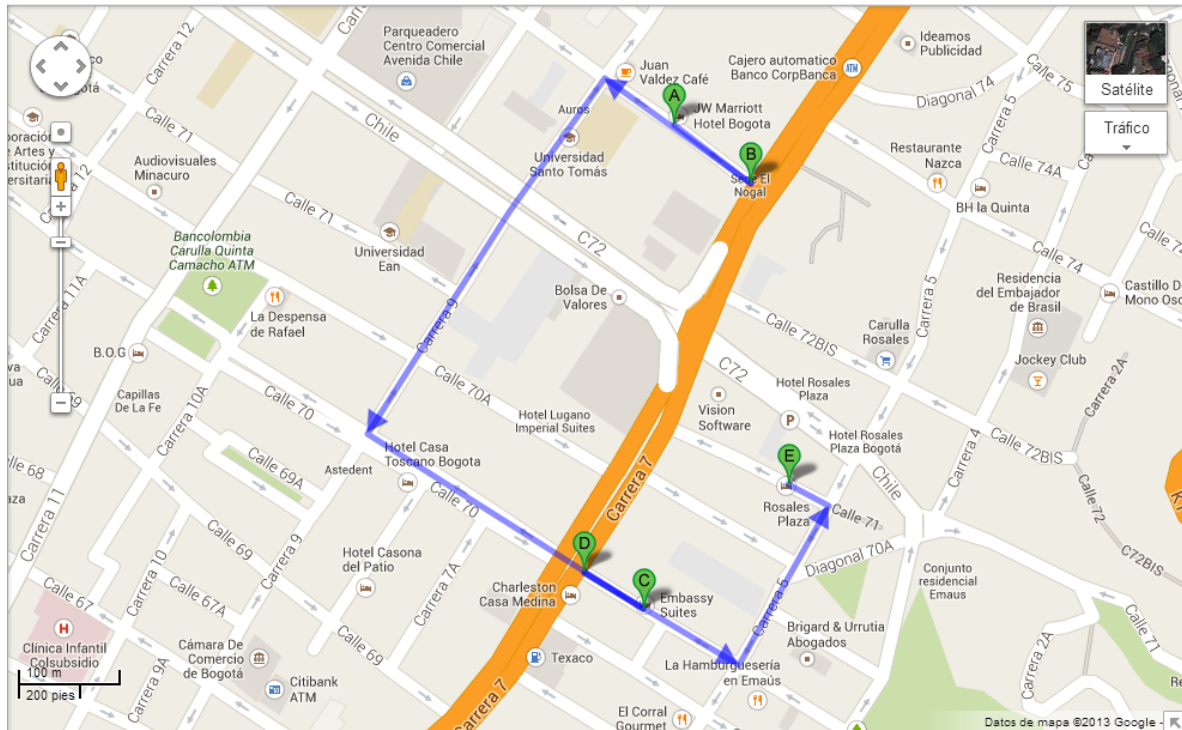
3. Accommodation:

Each participant is responsible for his/her hotel expenses directly prior to departure, in accordance with the usual hotel procedures. Please take into consideration that **reservations can only be confirmed with a current active credit card number and valid expiration date**. Please find below a list of hotels suggested by the Government of Colombia:

Hotel	Rates	Contact/Reservation	Distance from meeting venue
JW Marriott (A) Located at the financial and entertainment center of the city. Calle 73 No. 8-60	USD 288.00 per night + 16% taxes and USD 3.6 insurance. Includes: Unlimited Buffet breakfast.	mhrs.bogmc.reservation@marriott.com Tel: (571) 4816000	Meeting venue
Hotel Hilton Bogotá		Maritza Lizarazo	

<p>(B) Located at the financial and entertainment center of the city. Carrera 7 No. 72-41</p>	<p>USD 185.00 per night + 16% taxes. Includes Unlimited Buffet breakfast.</p>	<p>maritza.lizarazo@hilton.com Tel: (571)6006100 (To guarantee this rate, the reservation has to be confirmed using the email above. Please mention the CICAD54 meeting Rate guaranteed until Nov 19th.)</p>	<p>96m and 2'' walking</p>
<p>Hotel Embassy Suites (C) Located at the financial and entertainment center of the city. Calle 70 6 # 22</p>	<p>For the three nights USD 222.00 + 10% taxes and USD 2.5 for insurance. Internet Included</p>	<p>Lyda Contreras ventas1@embassy-bogota.com.co Tel: (571) 3171313 Ext : 140 (To guarantee this rate, the reservation has to be confirmed using the email above. Please mention the CICAD54 meeting. Rate guaranteed until Nov 20th.)</p>	<p>850m and 11'' walking</p>
<p>Hoteles Charleston Casa Medina (D) Located at the financial and entertainment center of the city. Avenida Carrera 7 #69a-22</p>	<p>USD 289 per day a + 16% taxes and USD 4.00 for insurance. Internet Included</p>	<p>Erica Cardona ecardona@hotelescharleston.com Tel: (571) 2170288</p>	<p>750m and 10'' walking</p>
<p>Hotel Tequendama Located at the International Center Carrera 10 # 26 - 21</p>	<p>121 USD per day +16% taxes and USD 3.1 for insurance This rate unlimited buffet breakfast, unlimited internet, and airport transportation.</p>	<p>Andrea Pérez Send your reservation requests to reservas@sht.com.co with a copy to andrea.perez@sht.com.co. Tel: (571) 3822900 Ext: 2376 (To guarantee this rate, the reservation has to be confirmed using the email above. Please mention the CICAD54 meeting. Rate guaranteed until Dec 1st.)</p>	<p>5.8 km and 20'' driving</p>
<p>OTHER: Hotel Rosales Plaza (E) Located at the financial and entertainment center of the city Calle 71 A # 5-47</p>	<p>180 USD per night +16% taxes and + USD 4.00 for insurance. Internet Included.</p>	<p>reservas@hotelrosalesplaza.com Teléfono: (571) 317 1100</p>	<p>750m and 10'' walking</p>

*****Tax exemption for the IVA (Impuesto al Valor Agregado): Delegates can inform the hotel at the moment of the check in that they do not reside in the country to become tax exempt.**



3. Meals

Colombia will offer AM and PM coffee breaks and snacks during the days of the event. Breakfast, lunch and dinner should be covered by each of the delegates. The Ministry of Foreign Affairs suggests the following restaurants close to the Hotel:

- Crêpes and Waffles: <http://crepesywaffles.com.co/> - The closest is located in the Mall Avenida Chile (under item 13 you will find the link to the mall).
- TGI Friday's: <http://www.fridayscolombia.com.co/> - The closest is within a 5 minute walk at Carrera 9 # 72-45.
- Zone G: <http://bogota.vive.in/especial-zona/zonag/> - is one of the most important benchmarks of Bogotá in Gastronomy. It is located between the Carrera 5th and 7th, and Streets 71-79.
- Within this area you can find the following restaurants: Criterion (international food, rated the best restaurant in Colombia), Astrid and Gaston (Peruvian food), The BIFERIA (grilled meat), among others.
- Terraza Café Juan Valdez: <http://www.juanvaldezcafe.com/es/colombia> - is the flagship brand of Colombian coffee, the closest one is within a 15 minute walk on Calle 70 # 6-09.

4. Arrival at the Airport:

We recommend that delegates contact their country's Permanent Mission to the OAS to arrange their own flight reservation with their preferred airline. Several airlines operate direct routes to the city of Bogotá. Those include Avianca, Aerolineas Argentinas, LAN, LACSA, TACA, TAME, Copa, Conviasa, DELTA, United Airlines, Air Canada, etc.

Additionally, please take into consideration that the event will take place during the pre-Christmas season, which limits the amount of space available on flights. Please prepare to make reservation in advance.

Departure Taxes Exemption:

The Departure tax amount is USD\$36 (thirty six US dollars), which can be paid in such currency or in Colombian Pesos. However, the travelers who do not reside in Colombia can request the reimbursement of the taxes by coming to the office of the AEROCIVIL, identified with the logo below:



5. Requirements for entering and exiting the country

Delegates are responsible for meeting the requirements for entering the country according to what has been established by the government. Some participants may need an entry visa. Citizens of Haiti, Nicaragua, etc., should get in touch with the Embassy or Consulate of the Republic of Colombia in their countries.

6. Airport Pick-up

The Government of Colombia will provide airport pick up on Tuesday, December 10, during which there will be three rounds (morning, noon and evening). Schedules will be confirmed once Delegates send their itinerary to the organizing committee, who will coordinate the pick-up. The bus will depart from the airport and will pass by the Charleston Casa Medina, Embassy Suites, Hilton Bogota and finally the JW Marriott.

To coordinate bus schedules it is important that that each delegate sends their itinerary by email to cicad54colombia@cancilleria.gov.co **before November 15th**. Bus times will be communicated shortly.

- If you have a Smartphone or tablet with internet connection you can download the following applications to request your taxi:
 - Easy Taxi: <http://www.easytaxi.com.co/>
 - Tappsi: <http://www.tappsi.coSe>

You can also get a cab by calling the following numbers: 4111111 (Tax Express) 2111111-3111111 (Radio Taxi Airport SA). The fare from the airport to the suggested hotels should not cost more than USD\$25.00 and the minimum fee of \$12.00.

7. Participant Registration and Accreditation

Participants may register using any of the methods below. However, CICAD Secretariat prefers that participant register themselves by any of the electronic options.

- a. Via Web, through [Fifty-Fourth Regular Session of CICAD](#), enter your e-mail address and the event code **CO0732** (For instructions see Appendix I).
- b. In Person at the Registration table to be located the 2nd floor of the JW Marriott hotel on Tuesday December 10th starting at 3:30 pm and on Wednesday December 11th starting at 8:30 am.

For questions, contact Maria Juliana Lujan at mlujan@oas.org

8. Working Languages and Documents:

The sessions of the fifty-fourth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be conducted in the four official languages of the OAS: Spanish, French, English, and Portuguese. Simultaneous interpretation services will be provided in those languages. Since the OAS has a policy of holding eco-friendly meetings, the printing of documents will be limited; participants are requested to keep their documents during all meetings.

9. Bilateral Meetings

If your delegation is interested in having a bilateral meeting, we recommend that you reserve a room ahead of time. In each of the rooms available for bilateral meetings during the event there will be a person in charge of helping you coordinate times and locations of meetings.

10. Communications

For your convenience, there will be unlimited internet access in all the rooms of the event. From the official meeting venue there will be phones available for international and local calls for the appropriate prices. To place an international call, you can use any of the following codes: 005, 007 or 009 + (country code) + (city code) + phone number.

11. Security

The government of Colombia will provide security in the meeting venue during all times.

12. Medical care

The meeting venue has the basic requirement to attend any first aid needs in case of an emergency.

It is recommended that delegates have medical insurance with international coverage for major medical expenses.

13. Additional Information:

a. Business Hours

- **Banks**

Banks are open from 9 am to 4 pm and some have an extended time available (until 8 pm). You can find the any of the following financial institutions in any of the shopping centers mentioned below.

It is important to remember that the meeting venue is at located at the financial area of the city, so it will not be difficult to find a financial institution within walking distance.

- **Commercial establishments:**

The meeting will take place at an area of the city where you will find the most exclusive shopping area of the city. Below you can find the links to the shopping centers around the meeting venue and the distance they are from the hotel:

- A- Centro Comercial Avenida Chile: (400 mts)
<http://www.avenidachilecentrocomercial.com/>
- B- Centro Comercial Andino: (1.4 km)
<http://www.centroandino.com.co/2006/index.htm>
- C- Centro Comercial Bogotá Atlantis Plaza: (1.7 km)
<http://www.atlantisplaza.com/>
- D- Centro Comercial El Retiro: (1.4 km)
<http://www.elretirobogota.com/esp/>

b. Currency

The local currency is the Colombian Peso (COP). There are exchange houses in the El Dorado International Airport (you can find one at the baggage claim area) and in main shopping malls. It is important to remember that none of the financial entities will exchange international currency for local currency.

The current market exchange rate is USD1 = \$1,887 Colombian pesos. However, such rate changes on a daily basis. For that reason, you should consult on the daily rate checking the following webpage: <http://www.banrep.org/es>.

It is important to remember that the exchange rate changes according to the transaction you are trying to place (purchase or sale).

There are \$50, \$100, \$200, \$500 and \$1000 pesos coins and \$1000, \$2000, \$5000, \$10000, \$20000 and \$50000 bills. Please remember there is an older version of coins that is still valid.

COINS:

Newer:



50 pesos



100 pesos



200 pesos



500 pesos



1000 pesos

Older:



50 pesos



100 pesos



200 pesos



500 pesos

BILLS:

1.000 pesos



2.000 pesos



5.000 pesos



10.000 pesos



20.000 pesos



50.000 pesos

In Colombia most of the credit cards of international circulation that are accepted in the hotels and other commercial areas are Visa, MasterCard and American Express. Most of the commercial transactions in the country, if done with cash, will only accept Colombian Pesos. The international currency of greater circulation is, first, the American Dollar and then the Euro.

c. Local time

The local time in Colombia is at -5 to the Greenwich Meridian CST (UTC-5).

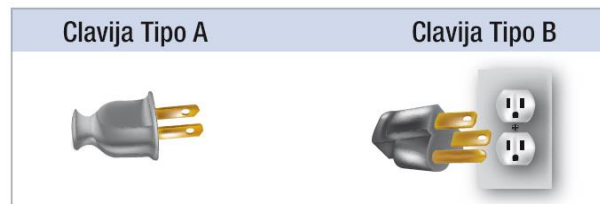
d. Climate

The weather in Bogota is moderately cold, with temperatures between 14°C and 23°C. However, you should always be prepared for rainy days. It is recommended to always have an umbrella.

For more information visit: <http://www.bogota.gov.co/ciudad/clima>

e. Electricity

The electrical current in Colombia is 110V/60Hz, so we recommend you to have the appropriate adaptors. There are 2 kinds of plugs:



f. Official Tourist Information

Please see the link below: <http://www.colombia.travel/es/turista-internacional/destino/bogota>,

g. Public Transportation

Bogota has many different means of public transportation

- **Taxis:** All taxis have a meter that marks one unit for each minute of waiting or for every 100 meters traveled and also have a visible placard where the passenger can read the unit conversion to pesos. For distances that are outside the city limits, you can arrange a price

before you start the trip, so that it will be charged by the hour.

There is also a special taxi service (with white plates) located in all hotels. The fee depends on the distance traveled; one of the most expensive fares will cost you around USD \$25.00.



If you have a Smartphone or a Tablet with Access to the internet, you can request a cab by downloading one of the following apps:

- Easy Taxi: <http://www.easytaxi.com.co/>
- Tappsi: <http://www.tappsi.co>

- **Transmilenio** is the mass transit system of Bogotá, which runs through the main avenues of the city. You can use this service buying the capital card in one of the box offices located at stations where you can travel for a value of \$ 1,700 Colombian pesos. In the following link you will find the routes of the system:
http://www.transmilenio.gov.co/FlashPageFlip/MiPlanDeViaje_20130831/index.htm

- **Buses:** circulate through the streets of Bogota, providing easy access to almost all points.

APPENDIX I

INSTRUCTIONS FOR THE WEB REGISTRATION

[Fifty-fourth regular session of CICAD.](https://www.cicad.oas.org/events)

It is recommendable to use MS Internet Explorer version 5 or superior.

Direct your web browser to <https://www.cicad.oas.org/events>. You may switch languages [English or Spanish] by clicking on the button in the upper right-hand corner of the screen.

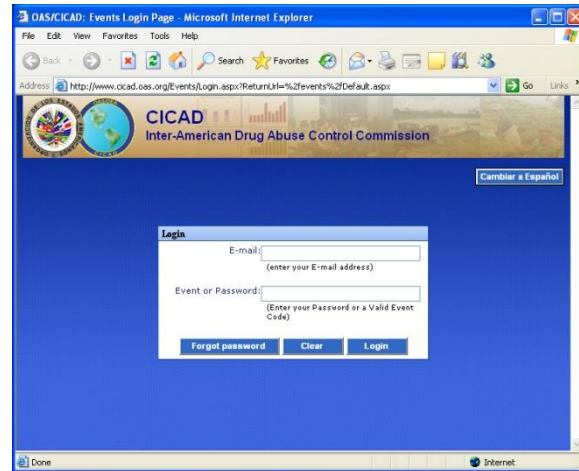
Participants will need to register for the website service:

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: CO0732.

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, click on the button “Submit Registration” and the information will be forwarded to CICAD. 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

Date	Event	City	Country
11/28/2006	Fortieth Regular Session of OCAD	Bolivia	Bolivia

Document Description	Updated On	Size
Convocation	09/22/2006	67.0 Kb

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 onto the system with a password, not when you are just providing an event code.

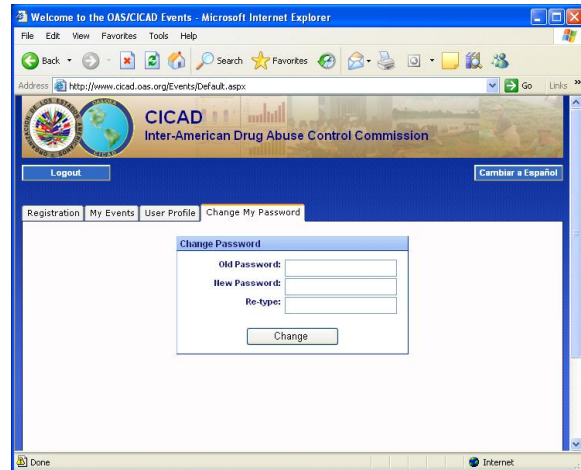
The “Change Password” tab allows you to define a new password for accessing the system. You will then be able to log on and change any information in your profile.

If this is the first time you have registered for a password, 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, 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 wish to use.

Each time 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.



APPENDIX II

**LIV REGULAR SESSION OF CICAD
LIV PERIODO ORDINARIO DE SESIONES DE LA CICAD**

**REGISTRATION FORM
FORMULARIO DE INSCRIPCIÓN**
December/Diciembre 11-13, 2013
Washington D.C., USA

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	
Title or Position / Cargo			
Organization / Organización			
Country / País			
Telephone / Teléfono	Fax:	E-mail / Correo Electrónico	
Emergency Contact / Contacto en caso de Emergencia:			

Please submit this form to the Executive Secretariat of CICAD no later than **December 1st, 2013** / *Por favor enviar este formulario a la Secretaría Ejecutiva de la CICAD, a más tardar el 01 de diciembre de 2013*

E-mail: mlujan@oas.org

TEL: 1-202-370-4572

** We remind delegates that in addition to sending this form, they must be 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.