INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

C I C A D

17th St. & Constitution Avenue N.W.
Washington, D.C. 20006
United States of America

Organization of American States

P. 202.458.3000
www.oas.org

Secretariat for Multidimensional Security

XXXVIII GROUP OF EXPERTS FOR THE CONTROL OF MONEY LAUNDERING
May 22-23, 2014
Washington, D.C.

OEA/Ser.L/XIV.4.38
CICAD/INF.2/14
24 April 2014
Original: English

INFORMATION BULLETIN

1. _Venue and date_

   The XXXVIII Group of Experts for the Control of Money Laundering of the Inter-American Drug Abuse Control Commission (CICAD) will be held in Washington D.C., on May 22-23, 2014**,** in the Padilha Vidal Room, (Terrace Level- TL) at the General Services Building (GSB) of the General Secretariat of the Organization of American States located at 1889 F Street N.W., Washington D.C., 20006. The meeting will commence at 9:00 a.m. as set forth in the Draft Schedule of Activities to be posted online at the CICAD webpage.

2. _Coordination_

   The meeting will be coordinated by the Anti-money Laundering Section of the Executive Secretariat of CICAD, located at 1889 F Street, N.W., 8th Floor, Washington, D.C., 20006:

   - **Ana Alvarez**
     T: 1(202) 370-4622
     E-Mail: amalvarez@oas.org

   - **Agustina Olivera**
     T.: 1 (202)-370-4652
     E-Mail: aolivera@oas.org

3. _Meeting Services_

   Registration of Participants:

   Participants may register using any of the methods below. Nevertheless, the Secretariat would appreciate your electronic registration:

a. Via Web, through [XXXVIII Group of Experts for the Control of Money Laundering](#) enter your e-mail address and the event code **us09bd** according to attached instructions.

b. Via Fax, completing 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: Agustina Olivera aolivera@oas.org

c. In person at the registration desk located at the Padilha Vidal room, (Terrace Level - TL) Thursday, May 22, from 8:00 a.m. to 9:00 a.m.

4. ***Languages and Documents***

All working sessions will be in English and Spanish. There will be simultaneous interpretation in these 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. Delegations are kindly urged to download meeting documents from: [XXXVIII Group of Experts for the Control of Money Laundering](#)

5. ***Entry and Departure Requirements***

The United States' Government requires travelers to present a passport, which must have a minimum validity of six months, and a copy of round-trip ticket. All international visitors or foreign citizens, except those whose countries are members of the Waiver Program (traveling only with a valid passport) need a valid visa to enter the US. Without this document, the immigration service will not allow entry to U.S. territory.

It is recommended that delegates, observers, and representatives of international organizations and other participants apply early and check with the embassy or consulate of the United States of America in their countries about visa requirements for each particular country in order to enter the US. For more information visit the website

http://www.travel.state.gov.

6. ***Weather***

During the month of May in Washington D.C., the temperature ranges between 60° and 80°F (15° to 25° C).

7. ***Distance from the airport to downtown DC***

Ronald Reagan National Airport	15 minutes	taxi US$30.00 (approx.)
Dulles International Airport	40 minutes	taxi US$70.00 (approx.)

Delegates may choose to contact their country's Permanent Mission to the OAS to arrange transportation during their stay in Washington DC.

For more information visit the following websites:

http://www.aeropuertosdelmundo.com.ar/americadelnorte/usa/aeropuertos/washington-dulles.php#Transporte

http://www.metwashairports.com/reagan/1179.htm

8. *Electrical Current*

The electrical current is 110 volts.

9. *Hotel 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 Embassy or by calling the following hotel, which is offering a special rate:

State Plaza Hotel   **Single Room**
2117 E Street N.W.   **US$193 plus taxes (14.5%)***
Washington D.C. 20037   **please mention OAS event**
Tel: (202) 861-8200   **www.stateplaza.com**
Toll free: 1-800-424-2859
Fax: (202) 659-8601

*This rate is valid for stays between May 20 and May 23. If your check-out is on May 24 the rate for that night is US$243 plus taxes.

Other options include:

Lombardy Hotel   www.hotellombardy.com
2019 Pennsylvania Avenue N.W.
Washington D.C. 20006
Toll free: 1-800-424-5486
Fax: (202) 872-0503

The Concordia Hotel   http://www.theconcordia.com/

1250 New Hampshire Avenue N.W.
Washington D.C. 20036
Tel: (202) 973-5500
Fax: (202) 557-2201

The George Washington University Inn
www.washingtonsuitesgeorgetown.com
824 New Hampshire Ave NW.
 Washington DC 20037
Tel: (011) 202 872-1680
Tel: (011) 703 872- 9006

Virginian Suites   www.virginiansuites.com
1500 Arlington Boulevard, Arlington
Tel: (011)202 872-1680
Tel: (011)703 872-9006

Avenue Suites   www.avenuesuites.com
2500 Penn Ave NW, Washington DC
Tel: (011)202 333-8070

NOTE: All hotel expenses must be paid directly by each participant. We suggest making your hotel reservations as soon as possible**.**

10.   *Medical care*

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

CICAD FAX: (202) 458-3658

FORMULARIO DE INSCRIPCIÓN / REGISTRATION FORM

XXXVIII GROUP OF EXPERTS FOR THE CONTROL OF MONEY LAUNDERING

May 22-23, 2014, 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 DC)

TELÉFONO / TELEPHONE: _____

(in Washington DC)

EN CASO DE EMERGENCIA, AVISAR/

IN CASE OF EMERGENCY, NOTIFY: _____

INSTRUCTIONS FOR THE WEB REGISTRATION

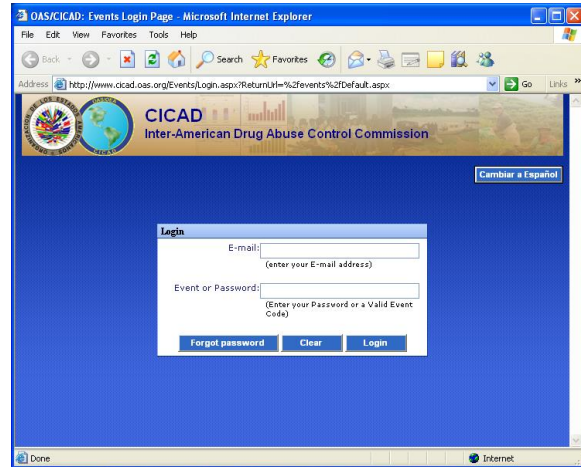MS Internet Explorer version 5 or superior is recommended.

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.

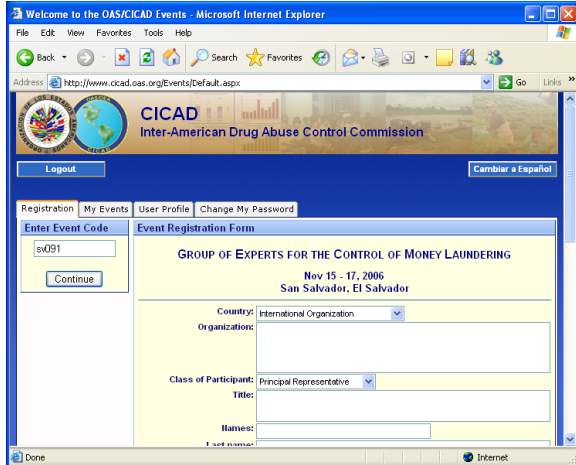You will need to register for the website service:

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: us09bd

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.
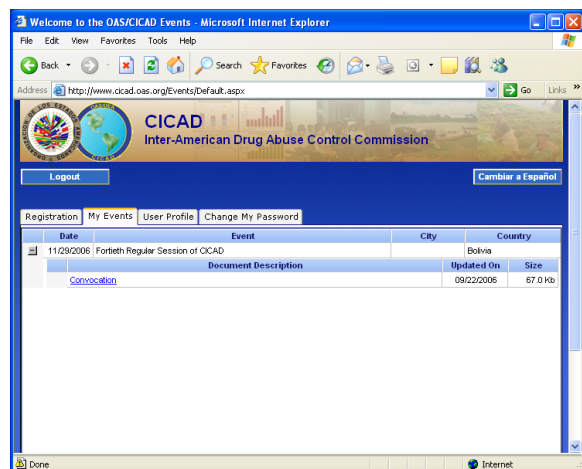
The section concerning "Day/time of arrival/departure and flight number" may be filled out at a later date if you don't have your flight information at this time.
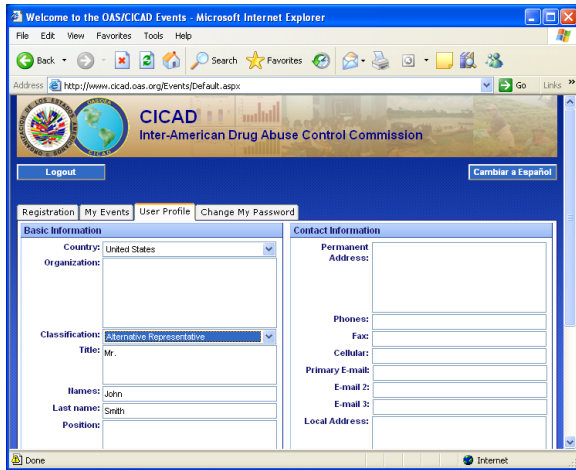
5. Finally, you should click on the button "Submit Registration" and the information will be forwarded to CICAD and the system will send a confirmation message to your e-mail address.

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.

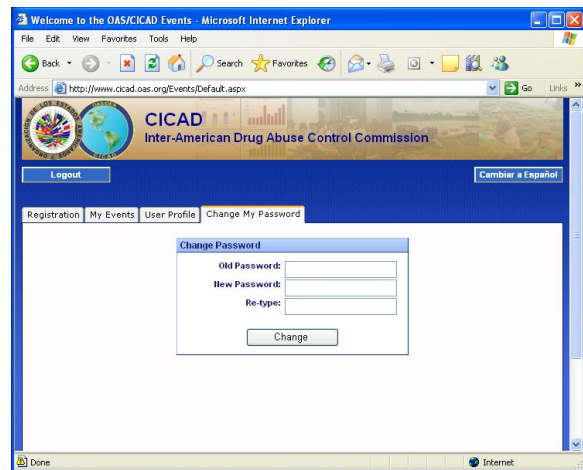To select a specific document, click on the description.

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.