

SEVENTY-FOURTH REGULAR SESSION
December 11-14, 2023
Washington, D.C.

OEA/Ser.L/XIV.1.74
CICAD/doc.2799/23
November 1, 2023
Original: Spanish

INFORMATION BULLETIN

Delegations may download the documents through the following link to the CICAD website:

Seventy-fourth regular session of CICAD

<https://www.oas.org/ext/en/main/calendar/event/id/64>

1. Meeting Details

The seventy-fourth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held at OAS headquarters in Washington DC, 11-14 December 2023. The session will be an in-person meeting with a virtual participation option.

Monday 11 December: Hall of the Americas, OAS Main Building, 17th Street and Constitution Ave., NW, Washington, D.C., 20006.

Tuesday 12 – Thursday 14 December: Ruben Dario Meeting Room, 8th Floor, GSB Building, 1889 F Street., NW, Washington, D.C., 20006.

2. Technical and Logistical Coordination

Technical aspects of the meeting will be coordinated by the CICAD Executive Secretariat (ES-CICAD) of the Organization of American States (OAS).

Contact: Jose Edgardo Flores
Telephone: (+1) 202 370 4459
E-Mail: jflores@oas.org

Logistical aspects of the meeting will be coordinated by the OAS Department of Conferences and Meetings Management (DCMM).

Contact: Gloria Uribe
Telephone: +1 202 370 0730
E-mail: guribe@oas.org

3. Participant Registration

DELEGATES FROM OAS MEMBER STATES:

a) OAS member state in-person attendance

To register as a participant, please complete the registration table below, and e-mail to Jose Edgardo Flores (jflores@oas.org) no later than Tuesday, December 5.

Last Name	First Name
Position/Institution	
Country	

For security reasons, ID badges should be displayed throughout the meeting. Delegates will be asked to present an official identification and/or a copy of their official credentials when they register to receive their ID badge.

b) OAS member state virtual attendance

Delegations of member states may accredit representatives for virtual participation. Due to the platform's limitations, up to five representatives per member state may be registered to speak during the session.

To register as a virtual participant, please complete the registration table below, and e-mail to Jose Edgardo Flores (jflores@oas.org) no later than Tuesday, December 5.

Last Name	First Name
Position/Institution	
Country	
E-mail	
Cell phone (WhatsApp – in case technical assistance is required)	

Duly accredited delegates may access the virtual sessions through a link that will be distributed shortly using the registered email and password. We recommend using an email account such as a personal account that does not have security filters.

Delegates participating virtually must have a set of headphones with an integrated microphone. Delegates who will participate virtually should connect to the session one hour before the start of the session to test the video and microphone and ensure that the meeting starts on time.

DELEGATES FROM OAS PERMANENT OBSERVERS

c) In-person attendance of OAS permanent observers

To register as a participant, please complete the registration table below, and e-mail to Paula Demassi (PDemassi@oas.org) no later than Tuesday, December 5.

The designated delegates may speak in the corresponding session according to the meeting's schedule of activities.

Last Name	First Name
Position/Institution	
Country	

For security reasons, ID badges should be displayed throughout the meeting. Delegates will be asked to present an official identification and/or a copy of their official credentials when they register to receive their ID badge.

d) Virtual attendance of OAS permanent observers

Due to the platform's limited capacity, OAS permanent observers may register two delegates to participate virtually. The designated delegates may speak in the corresponding session according to the meeting's schedule of activities.

To register as a virtual participant, please complete the registration table below, and e-mail to Paula Demassi (PDemassi@oas.org) no later than Tuesday, December 5.

Last Name	First Name
Position/Institution	
Country	
E-mail	
Cell phone (WhatsApp – in case technical assistance is required)	

Duly accredited delegates may access the virtual sessions through a link that will be distributed shortly using the registered email and password. We recommend using an email account such as a personal email that does not have security filters.

INTERNATIONAL ORGANIZATIONS

e) In-person attendance of international organizations

To register as a participant, please complete the registration table below, and e-mail to Paula Demassi (PDemassi@oas.org) no later than Tuesday, December 5.

The designated delegates may speak in the corresponding session according to the meeting's schedule of activities.

Last Name	First Name
Position/Institution	
Country	

For security reasons, ID badges should be displayed throughout the meeting. Delegates will be asked to present an official identification and/or a copy of their official credentials when they register to receive their ID badge.

f) Virtual attendance of international organizations

Due to the platform's limited capacity, international organizations may register two delegates to participate virtually. The designated delegates may speak in the corresponding session according to the meeting's schedule of activities.

To register as a virtual participant, please complete the registration table below, and e-mail to Paula Demassi (PDemassi@oas.org) no later than Tuesday, December 5.

Last Name	First Name
Position/Institution	
Country	
E-mail	
Cell phone (WhatsApp – in case technical assistance is required)	

Duly accredited delegates may access the virtual sessions through a link that will be distributed shortly using the registered email and password. We recommend using an email account such as a personal account that does not have security filters.

CIVIL SOCIETY

g) In-person attendance of civil society organizations

To register as a participant, please complete the registration table below, and e-mail to Paula Demassi (PDemassi@oas.org) no later than Tuesday, December 5. The designated delegates may speak in the corresponding session according to the meeting's schedule of activities.

Last Name	First Name
Position/Institution	
Country	

For security reasons, ID badges should be displayed throughout the meeting. Delegates will be asked to present an official identification and/or a copy of their official credentials when they register to receive their ID badge.

h) Virtual attendance of civil society organizations

Due to the platform's limited capacity, civil society organizations may register two delegates to participate virtually. The designated delegates may speak in the corresponding session according to the meeting's schedule of activities.

To register as a virtual participant, please complete the registration table below, and e-mail to Paula Demassi (PDemassi@oas.org) no later than Tuesday, December 5.

Last Name	First Name
Position/Institution	
Country	
E-mail	
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Duly accredited delegates may access the virtual sessions through a link that will be distributed shortly using the registered email and password. We recommend using an email account such as a personal account that does not have security filters.

4. KUDO Platform / Practice session

A practice session has been scheduled for Friday December 8 between 9:00 am and 3:00 pm (Washington D.C. time) so that participants can familiarize themselves with the platform. We request that those who will participate in the meeting virtually and will speak, as well as those who will be giving presentations or are in panels, connect to this practice session.

Duly accredited delegates may access the practice session through a link that will be distributed in due course.

Instructions on how to connect to the KUDO platform can be found through the following link: <http://scm.oas.org/pdfs/2020/KUDOenglish.pdf>

Please consider the following recommendations for accessing the platform:

- Verify with your respective technology departments that the domains kudoway.com and live.kudoway.com are added to the Whitelist of the firewall and the mail server.
- Connect via Chrome, preferably from a desktop computer or a laptop.
- If you have a Virtual Private Network (VPN), you should disconnect from it.
- The password must contain 10 characters (including at least one capital letter, one number, and one special character)
- Use the email address you indicated in your registration.
- A good internet connection is required.

5. Accommodation

Given the high demand for hotel rooms during this season in Washington D.C., it is recommended that reservations be made as soon as possible through your country's Permanent Mission to the OAS or by calling the hotels directly.

Below is a list of recommended hotels near the OAS headquarters.

State Plaza Hotel

2117 E St. N.W.
Washington D.C. 20037
T: (202) 861-8200
www.stateplaza.com

The Courtyard Marriott, DC/Foggy Bottom

515 20th St., N.W.
Washington, D.C. 20006
T: (202) 296-5700
www.marriott.com

Hotel Lombardy

2019 Pennsylvania Avenue., N.W., Washington, D.C. 20006
T: (202) 828-2600
1-800-424-5486
www.hotellombardy.com

NOTE: All hotel expenses are to be covered by each participant.

6. Languages and Documents

All working sessions will be in the four official languages of the Organization: Spanish, French, English and Portuguese. There will be simultaneous interpretation in these languages. Documentation for the meeting will be posted on the [CICAD webpage](#).

7. Entry Requirements

The United States Government requires travelers to present a passport, which must have a minimum validity of six months, and a copy of their round-trip ticket. Also, all 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 United States. Without the appropriate visa, the immigration service will not allow entry to U.S. territory.

It is recommended that participants check early with the U.S. embassy or consulate in their countries about visa requirements to enter the United States. For more information visit the website: <http://www.travel.state.gov>

8. Weather

During the month of December, the temperature in Washington D.C. ranges between 29°F to 45°F (-1°C to 7°C).

9. 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 are advised to contact their country's Permanent Mission to the OAS to arrange transportation during their stay in Washington D.C.

10. Electrical Current

The electrical current is 110 volts.