OAS|CICAD

INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

C I C A D

INFORMATION BULLETIN

Delegations may access documents for the seventy-fifth regular session through the following link:
Seventy-fifth Regular Session of CICAD

1.   Venue:

The seventy-fifth regular session of the Inter-American Drug Abuse Control Commission (CICAD) will be held virtually from 10:00am-2:00pm (Washington D.C. time) on Tuesday, May 7, 2024.

2.   Technical and Logistical Coordination:

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

Point of contact: Jose Edgardo Flores
CICAD Executive Secretariat
Telephone: +1 202 370 4459
E-Mail: JFlores@oas.org

The logistical aspects of the meeting, including the operation of the KUDO virtual platform, will be coordinated by the Department of Conference and Meeting Management (ASG/DCMM) of the OAS.

Point of contact: Aida Magaly Rothe
Department of Conference and Meeting Management
Telephone: +1 202 497-3301
E-Mail: Mrothe@oas.org

3.   Registration:

A. Virtual attendance as PARTICIPANT – OAS Member States

Due to the platform's limited capacity, a maximum of underline five (5) designated representatives per OAS member state may be connected to the session as speaking participants. Kindly note that only representatives registered as participants will be able to make interventions during the session.

To register as a <u>participant from a</u> **member state**, please complete the registration table below and email to María Virginia García (MVGarcia@oas.org) no later than Thursday, May 2, 2024.

REGISTRATION TABLE (PARTICIPANT - OAS MEMBER STATES)

PERSONAL INFORMATION	
Last Name	First Name
Position and Institution	
Country	
E-Mail	
Mobile Telephone Number (WhatsApp)	

Delegates registered as participants should connect to the session one hour before the meeting starts in order to test the application (video and microphone) and to ensure the session commences on time.

B. Virtual attendance as VIEWER (non-participatory) - OAS Member States

To register as a **member state** <u>viewer</u>, please complete the registration table below and email to María Virginia García (MVGarcia@oas.org) no later than Thursday, May 2, 2024.
.

REGISTRATION TABLE (VIEWER - OAS MEMBER STATES)

PERSONAL INFORMATION	
Last Name	First Name
Country	

C. Virtual attendance as PARTICIPANT – OAS Permanent Observer, International Organizations, and Civil Society

Due to the platform's limited capacity, **OAS Permanent Observers, international organizations, and civil society organizations** registered with the OAS may register up to <u>three</u> (3) delegates to participate virtually, with one (1) speaking participant. The designated delegate/representative may speak during the corresponding segment according to the meeting's schedule of activities.

To register as a virtual participant on behalf of OAS Permanent Observers, international organizations, and civil society organizations, please complete the following registration table and email to Paula Demassi (PDemassi@oas.org) no later than Thursday, May 2, 2024.

REGISTRATION TABLE (OAS PERMANENT OBSERVERS, INTERNATIONAL ORGANIZATIONS, AND CIVIL SOCIETY)

PERSONAL INFORMATION	
Last Name	First Name
Position and Institution	
Country	
E-Mail	
Mobile Telephone Number (WhatsApp)	

4. Access to virtual meeting:

The virtual room will be enabled at 9:00 a.m. (Washington D.C. local time) the day of the meeting. It is important to connect to the virtual platform at least 30 minutes before the start of the meeting to address any technical difficulties and ensure the necessary quorum.

When entering, the virtual platform will require the name of the participant to be listed. In this regard, please do so in the following format: "Country - Name".   Example: "Argentina - José Beni". Kindly note that access will only be given to delegates who have duly registered in accordance with point 3 of this Bulletin.

5. KUDO connection links:

Duly registered delegates of member states, permanent observers, international organization, and civil society organizations, who will be joining the virtual meeting (with camera and microphone access) may do so using the DELEGATE LINK. **This link will be accessible on Tuesday May 7, 2024 from 09:00 am EDT** (local time in Washington D.C.).

 Delegates who have duly registered as viewers may follow the sessions using the VIEWER LINK.

CICAD's seventy-fifth regular session is exclusively for registered delegations. For this reason, we kindly request that the link not be shared, since access will only be allowed to registered delegates.

6. Test session:

On Friday May 3, registered delegations will have the opportunity to perform a video and audio test session on the KUDO platform and resolve any logistical questions that may arise. The links for these test sessions are as follows:

Date	Time	Link
	(**EDT-** Washington D.C. local time)	
May 3, 2023	11:00 a.m. – 12:00 p.m.	To join as Participant: TEST - PARTICIPANT LINK To join as Viewer: TEST - VIEWER LINK

7. Languages:

CICAD's seventy-fifth regular session will be conducted in the four official languages of the Organization (Spanish, French, English, and Portuguese), for which simultaneous interpretation will be available.

When entering the KUDO platform, click on "Audio Original/Original Audio" and select the language of your preference.

8. Documents:

The documents of CICAD's seventy-fifth regular session can be accessed through the following link: https://www.oas.org/ext/en/main/calendar/event/id/151

9. Connectivity and recommendations:

Please consider the following recommendations to facilitate access to the virtual platform:

- Connect via Google Chrome or Firefox, preferably from a desktop computer or a laptop.
- Verify \ that the domains kudoway.com and live.kudoway.com are added in the "whitelist" of the firewall and the mail server.
- Disconnect from any VPN.
- Download the KUDO application (app) and keep your device charged, if you wish to connect via a mobile device.

For a satisfactory experience in your virtual connection, it is suggested to take into consideration the following specifications:

- Make sure you have a strong internet connection with a minimum download/upload speed of 10/10 mb/s is required. Please test your connection to find out what bandwidth you have.
- Make sure to have a working webcam (internal or external).
- Make sure to connect using a good headset with a microphone, or headphones and a professional directional external microphone to avoid picking up ambient noise, and to ensure clear communication and interpretation.
- Preferably be in a private and quiet room with no background noise.
- Have good lighting.
- Test your connection and equipment prior to the meeting. You can attend the test sessions that will be carried out.

- Ensure no software or other applications are running on your computer that may be using the camera or microphone.
- Leave open only the applications you will use in the meeting.

10. **Handbook of Best Practices for Virtual Meetings on KUDO:**

The following document contains technical recommendations to ensure the best possible connection when participating in the virtual meeting: KUDO USER GUIDE.