



Organization of
American States



SOCIAL ACTOR PARTICIPATION IN THE ACTIVITIES
OF THE SUMMITS OF THE AMERICAS PROCESS
Social Actor Forum
November 3-4, 2011
Washington, DC

OEA/Ser.E
ASCA/Foro-8/11 Rev.1
19 October 2011
Original: Spanish

INFORMATION BULLETIN AND MEETING AGENDA

POLICY DIALOGUES: “THE ROAD TO CARTAGENA” CONSULTATION SESSIONS ON NATURAL DISASTERS AND POVERTY AND INEQUALITIES

November 3rd and 4th, 2011
OAS Headquarters
Washington, DC, 20006

The following information will help you prepare for your participation in the Policy Dialogues:

1. EVENT SITE

All events will be held at various locations at OAS Headquarters in Washington, DC. The Consultation sessions on Natural Disasters and on Poverty and Inequalities will be held the afternoon of November 3rd and 4th, 2011 in the GSB Building of the OAS General Secretariat located at 1889 F St NW, Washington, DC, 20006. The working group on Natural Disasters will be in the Gabriela Mistral room and the working group for Poverty and Inequalities will be held in the Padilha Vidal room,

On the morning of November 4th there will be a Roundtable on Poverty and Inequalities, which will be held in the Hall of the Americas in the Main building of the OAS, located on 17th St and Constitution Ave., NW, Washington, DC 20006.

For further reference of the location of these buildings, please refer to [this map](#).

2. CONTACT PERSONS

The event is organized by the OAS - Summits of the Americas Secretariat (SAS). If you require any information, please contact:

Andrea Montilla
Summits of the Americas Secretariat (OAS)

Tel: +1 (202) 458-3347
E-mail: amontilla@oas.org

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Summits of the Americas Secretariat (OAS)
Tel: +1 (202) 458-3456
E-mail: summitint1@oas.org

3. REQUIREMENTS FOR ENTERING AND LEAVING THE COUNTRY

Participants are responsible for meeting all entry requirements established by the Government of the United States. Participants with official passports from the countries of Central America, South America, and the Caribbean must have visas to enter the United States. These participants should contact the United States Consulate in their respective countries or the consulate closest to their place of residence. General visa information can be obtained by telephone at +1-202-663-1225 or on the website www.travel.state.gov.

4. LANGUAGES AND WORKING DOCUMENTS

All sessions will be held in Spanish and English, and interpretation in both languages will be available. Final documents from the consultations will be translated into both languages.

5. PER DIEMS

The Summits Secretariat will provide per diems to the sponsored participants, which should be used to cover additional expenses, including hotel accommodation, food and transportation. The per diem amount is set and cannot be increased; as such, participants are responsible for any costs exceeding the amount provided in the per diem.

The per diem will be provided in a check to the beneficiaries in Washington D. C., at the time when they register for the event beginning at noon on November 3rd. The check can be cashed at OAS Federal Credit Union, which is located in the same building in which the meeting is taking place. A person from the Secretariat can accompany participants to cash the check.

It is recommended that participants bring approximately US\$100 in cash with them for transportation and other expenses they might incur from their arrival to Washington until they receive the per diems on the afternoon of November 3rd.

Please note that the Summits Secretariat will provide lunch for the participants on November 4th. All additional expenses for food must be paid by each participant.

6. HOTEL

Participants must make their own accommodations and are welcome to choose any hotel; however, the SAS has negotiated a preferential rate with two hotels for participants during the days of the event. It is recommended that participants contact the hotels as soon as possible to guarantee a room at the preferential rates.

1. The **State Plaza Hotel**, with a preferential rate of **US\$139** per night plus taxes (approximate total US\$159/night) for participants. Breakfast is not included and costs an additional US\$10 per night (optional).

The booking code is: **“10947 OAS Policy Dialogue: The Road to Cartagena”**. To make a reservation at this hotel you may call Ms. Désirée McCoy at + **1 202 833 6967** or send an email to **dmccoy@rbpropertiesinc.com**.

Please be sure to include arrival and departure dates, your name, and the booking code for the event. It is necessary to make the reservation with a credit card, which will serve as a guarantee for your booking and will only be charged at the time of check out.

The contact information for the [State Plaza Hotel](#) is:

State Plaza Hotel
2117 E Street, NW
Washington DC 20037
Tel: 202 833 6967, 202-861-8200 o 1-800-424-2859
Att: Ms Désirée McCoy
www.stateplaza.com
Code: 10947 OAS Policy Dialogue: The Road to Cartagena.

2. **Virginian Suites**, located in Arlington, Virginia, has a preferential rate of **US\$159** plus tax (US\$175). To make a reservation at this hotel, please contact **Michael Gray** at +1 **703.842.9006** or email: reservations@virginiansuites.com.

Please be sure to include arrival and departure dates, your name, and the booking code for the event. It is necessary to make the reservation with a credit card, which will serve as a guarantee for your booking. The booking code for the event is: **475873 “OAS-Policy Dialogue Roads to Cartagena”**.

The contact information for [Virginian Suites](#) is:

1500 Arlington Boulevard,
Arlington, VA 22209
703-8429006, 866-6471113
Fax 703-6471113
Att.: Mr. Michael Gray
reservations@virginiansuites.com
www.virginiansuites.com
Code: 475873 “OAS-Policy Dialogue Roads to Cartagena”.

We strongly recommend that you make your reservation as soon as possible and no later than October 25th 2011. After this date, there is no guarantee for availability of rooms or the negotiated rate.

Please bear in mind that the per diems are not flexible and the Summits Secretariat cannot be held responsible for any costs related to your accommodation. Participants must check in at the hotel upon arrival and are responsible for covering all expenses at the time of check-out.

Participants are responsible for the cost of local, national or international calls as well as all other costs, including room service and possible damages to the hotel, etc.

Once you have made your reservation, please provide the Secretariat with the name of the hotel so that we have this information should an emergency occur or should we need to contact you for any other reason.

7. AIR TRANSPORTATION

The OAS will reserve and purchase air tickets for the sponsored participants. Information on itineraries will be provided individually to each participant after they have confirmed their attendance. After your itinerary is received, please be sure contact the Secretariat to verify that the names on the ticket are correct and exactly the same as in your passport, and that the dates and times of the flight are correct. This information must be received immediately as there is a less than 24-hour window to buy the ticket and issue the electronic ticket.

Once the ticket has been bought, the OAS will not assume expenses resulting from itinerary changes to the tickets, which will be the sole responsibility of the participant.

8. TRANSPORTATION WITHIN WASHINGTON, D.C.

All ground transportation arrangements must be made by the participants and all costs should be covered by the per diems of sponsored participants. Taxi and public transportation services are readily available in Washington, D.C. To obtain more information on public transportation in Washington, D.C., please visit: www.wmata.com. **Super Shuttle** shared-ride services are also available from any Washington DC airport to your hotel Check www.supershuttle.com for more information or call: **1-800-BLUE-VAN (258-3826)**.

There are two main airports near Washington, D.C.:

Ronald Reagan Washington National Airport is closest to the city and with easy access to public transport (Metro station: Ronald Reagan National Airport – blue line) and to the closest metro station to the OAS (Farragut West – blue line). A taxi ride from this airport to Washington, D.C. costs approximately US\$35. Super Shuttle service provides door-to-door transportation for US\$14.00.

Washington Dulles International Airport is located about one hour from downtown Washington. A taxi ride from Dulles will cost approximately \$70. Door-to-door transportation is provided by Super Shuttle for approximately \$30. For more information on transportation options at Dulles International Airport (IAD), please visit: www.metwashairports.com/Dulles.

Please note that only United States dollars are accepted by public transportation services. You may change your national currency into dollars at the airport once you have left the customs area. Please bring with you an appropriate amount of your local currency to be changed into dollars in order to cover arrival and other expenses prior to receiving your per diems.

You may visit the information office at the airport for more detailed information.

9. WEATHER

Temperatures in Washington, D.C. during the days of the meeting typically range between 34°F and 57°F, with chances of rain. It is advisable to bring winter clothing.

10. ELECTRICITY

The electric current in Washington is 110 volts. If you are bringing any equipment that operates with a different voltage, you will need to bring the corresponding adapter.

11. PRELIMINARY AGENDA

Thursday November 3rd, 2011

Padilha Vidal Room, GSB building of the OAS,
1889 F Street, NW, Washington, DC 20006 (Level TL)

12:00 – 2:00pm **Registration** (delivery of per diems to sponsored participants)

2:00 – 2:30pm **Welcoming session**

- Welcoming remarks: Sherry Tross, Executive Secretary, Summits of the Americas Secretariat, OAS
- Welcoming remarks and presentation of the Main Themes: Representative from the Government of Colombia

2:30 – 2:45pm **Introduction to the methodology**

- Summits of the Americas Secretariat

2:45 – 5:00pm **Working Group Parallel Sessions**

1. Working Group on Natural Disasters (Gabriela Mistral Room)

- Report and results of the virtual consultation “Summit Talk: Natural Disasters”, Summits of the Americas Secretariat
- Report on the results of the Policy Roundtable on Natural Disasters
- Discussion session and formulation of thematic recommendations

2. Group for Poverty and Inequalities (Padilha Vidal Room)

- Report and results of the virtual consultation “Summit Talk: Poverty and Inequalities”, Department of Social Development and Employment, OAS.
- Discussion session and formulation of thematic recommendations

Friday November 4th, 2011

10:00-11:45AM **Policy Roundtable “The Road to Cartagena: Hemispheric Cooperation to Reduce Poverty and Inequalities”**
Hall of the Americas, OAS Main Building, 17th St & Constitution Ave, NW, Washington, DC.

12:00 – 1:00pm **Lunch** (GSB building, 1889 F St, NW, Washington, DC, Level TL)
Provided by the OAS Summits Secretariat

CONSULTATION SESSIONS

1:00 – 3:30pm **Working Group Parallel Sessions**
(GSB building, 1889 F St, NW, Washington, DC, Level TL)

1. Working Group for Natural Disasters (Gabriela Mistral Room)
2. Working Group for Poverty and Inequalities (Padilha Vidal Room)

3:30 – 3:45 Coffee break

3:45 – 4:30pm **Wrap-up of Working Group Sessions**

1. Group for Natural Disasters (Gabriela Mistral Room)
2. Group for Poverty and Inequalities (Padilha Vidal Room)

4:30 – 5:15pm **Plenary Session for Presentation of Recommendations**
(Padilha Vidal Room)

- Presentation of the conclusions and recommendations of the Group for Natural Disasters, by the Group Moderator.
- Presentation of the conclusions and recommendations of the Group for Poverty and Inequalities, by the Group Moderator.

5:15 – 5:30pm **Closing Remarks**