FIFTY-FIRST REGULAR SESSION OEA/Ser.P

November 10 to 12, 2021 AG/INF.733/21 rev. 1[[1]](#footnote-1)/

Guatemala City, Guatemala 29 October 2021

 Original: Spanish

INFORMATION BULLETIN

**FIFTY-FIRST REGULAR SESSION**

**OF THE OAS GENERAL ASSEMBLY - VIRTUAL**

**November 10 to 12, 2021**

**Washington, D.C., United States**

#### INFORMATION BULLETIN

***Delegations may download the documents here:***
***http://scm.oas.org/ag/documentos***

1. **Venue of the** **General Assembly**

The fifty-first regular session of the General Assembly of the Organization of American States (OAS) will be held virtually from November 10 to 12, 2021, on the KUDO platform.

1. **Coordination**

 **General Coordination – Guatemala**

 **General Coordinator**

 **Ambassador Carlos Ramiro Martínez Alvarado**

 Vice Minister of Foreign Affairs

**Political Coordinator**

**Ambassador Ana Isabel Carrillo Fabián**

Director-General of International, Multilateral, and Economic Relations

**Logistics Coordinator**

**Ms. Mónica Escobar**

Director of Multilateral Policy

**General Coordination – OAS**

**General Coordinator**

**Ambassador Nestor Mendez**

 OAS Assistant Secretary General

**Logistics Coordinator**

 **Ambassador Francisco Lainez**

 Director, Department of Conferences and Meetings Management

1. **Accreditation**

 Delegations, permanent observers, and special guests are asked to submit their letters of accreditation in PDF format. Please include the names, **e**mail address and telephone contact information of the delegates designated for the plenary and the General Committee. Letters should be sent by electronic means only to the following e-mail addresses:**gmayorga@oas.org**and **51AGOEA@oas.org**

1. **Registration on Cvent**

 Once delegations have submitted their letters of accreditation, delegates should register online via the General Assembly website: <https://cvent.me/VyN7qB?locale=es>

 When registering, each person should provide an email address where they will receive confirmation of their registration once it is approved.

1. **Access to virtual meetings**

 Permanent missions and observers are asked to provide the secretariat of the Permanent Council with the names and e-mail addresses of their accredited delegates who will join meetings of the plenary and the General Committee.

 For technical reasons, a maximum of 5 delegates from member states may join the plenary sessions, which will be broadcast live (webcast); a maximum of 10 delegates may join the meetings of the General Committee. The General Committee will not have a webcast.

 For technical reasons, only one delegate per permanent observer, or up to two delegates per permanent observer with a permanent representative to the OAS, may join the plenary sessions and meetings of the General Committee.

 For the Dialogue of the Heads of Delegation, the Secretary General, and the Assistant Secretary General with the Heads of Delegation of the Permanent Observers, up to 3 delegates per permanent observer and a maximum of 5 delegates per member state will be given access.

 **Delegations wishing to do so may send their pre-recorded presentations for the Dialogue of Heads of Delegation. These would then be broadcast at the relevant session in the order of precedence established; the video should be a maximum of 6 minutes long, in mp4 format, 720p or 1080p frame rate 30 or 60 Hz resolution; and should be emailed to** **51AGOEA@oas.org** **by November 5, 2021.**

 To follow meetings via webcast, please use this [FREE ACCESS LINK](http://www.oas.org/es/51ag/webcast.asp?sType=P).

1. **Registration on KUDO**

 Duly accredited delegates who will attend virtual meetings as speakers will receive an e-mail from KUDO (support@kudoway.com) asking them to set up a password with which to join.

 If forgotten, the password can be reset by following the instructions at [live.kudoway.com](file:///C%3A%5CUsers%5CGMayorga%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C2MT2C2YP%5Clive.kudoway.com).

 Accredited delegates of member states, permanent observers, and speakers who will be joining virtual rooms with camera and microphone access during meetings may do so here: [LINK FOR DELEGATES WITH PASSWORD](http://www.oas.org/es/51ag/webcast.asp?sType=D).

Duly accredited special guests who will not take the floor will not need to create a profile in KUDO and will be able to follow the proceedings here: [FREE ACCESS LINK](http://www.oas.org/es/51ag/webcast.asp?sType=P).

1. **Access to the OAS Main Building and use of the Hall of the Americas**
* For member states planning to connect to the plenary sessions from the Hall of the Americas **from November 11 onwards**, the maximum capacity per delegation will be two (2) delegates.
* Delegations are asked to advise the Secretariat by e-mail to 51AGOEA@oas.org by November 3, 2021, if they will be present in the Hall of the Americas.
* For access to the facilities, all persons entering the Main Building will be required to disinfect their hands with gel and have their body temperature checked. Permanent use of masks and maintaining a social distance of 6 feet (1.8 meters) will be mandatory.
* All attendees are expected to be fully vaccinated against COVID-19, with either 1 or 2 doses, as appropriate.
* **There will be no microphones or interpretation in the Hall of the Americas. Interpretation services will be available via the KUDO platform only. To ensure that the connection to the KUDO platform in the Hall of the Americas is more reliable and of better quality, the Department of Information and Technology Services has provided laptops, on loan, for the plenary sessions of the 51AG. These laptops will be placed on the table in each delegation's space and connected by cable to the network. We would like to stress that this equipment, one per delegation, will be used to connect to KUDO and will also have Internet access, but attendees are encouraged to use their own headphones.**  **Delegations so wishing should also bring their own laptop to use for personal business. An in-person technical session will be held in the Hall of the Americas on November 5, 2021 to test the equipment, including the personal laptops that they will be using during the Assembly in the Hall of the Americas.**
* In view of the health and safety measures required as a result of the COVID-19 pandemic, the General Secretariat regrets to inform that there will be no food service provided in the Main Building during the fifty-first regular session of the General Assembly.
* Please refer to document [AG/CP/SUB.TP-293/21 rev. 1](http://scm.oas.org/IDMS/Redirectpage.aspx?class=AG/CP/SUB.TP&classNum=293&lang=e)
1. **Virtual tests**

 Three (3) test sessions will be held to allow participants at the fifty-first regular session of the General Assembly to test their equipment. The test sessions will be held on October 22 and 29, and November 5, 2021.

1. **Working languages and documents**

 The virtual meetings of the General Assembly will be conducted in the official languages of the Organization: English, French, Portuguese, and Spanish, with simultaneous interpretation available in those languages.

 Documents can be accessed at the General Assembly documents page at this link (<http://scm.oas.org/ag/documentos>) or by scanning the QR code at the top of this bulletin.

 Participants are kindly requested to keep hold of their documents at all meetings.

1. **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.
* If you have a VPN, you should disconnect from it.
* The password must contain 10 characters (including at least one capital letter, one number, and one special character).
* An Internet connection with a minimum download/upload speed of 10/10 mb/s is required.
* If you wish to connect via a mobile device, you will need to download the KUDO app and keep the device charged.
1. **Best practices manual for videoconferences**

 Recommendations to ensure an optimal experience when taking part in virtual meetings can be found here: [ENG](https://scm.oas.org/51AG/Manual/manual-KUDO-AG-ENG.pdf)

1. **Additional information**

More information is available at the website: [ENLACE 51 AG](http://www.oas.org/es/51ag)

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1. . **Changes in relation to the previous version are highlighted in bold type.** [↑](#footnote-ref-1)