



VI MEETING OF MINISTERS AND HIGH AUTHORITIES
ON SCIENCE AND TECHNOLOGY – VIRTUAL
December 7-8, 2021

INFORMATION BULLETIN

Delegations may download the documents at the following link:
[VI Meeting of Ministers and High Authorities on Science and Technology](#)



1. Venue:

The VI Meeting of Ministers and High Authorities of Science and Technology (REMCYT) will be held virtually on December 7 and 8, 2021, under the leadership of Jamaica. The plenary sessions will be held through the KUDO platform.

2. Coordination:

Substantive Coordination:

Dr. Charah T. Watson

Executive Director
Scientific Research Council
Jamaica
Telephone: (876) 927-1771-4; Ext. 2225
Email: charahw@src-jamaica.org

César Parga

Chief, Competitiveness, Innovation and Technology
Department of Economic Development, SEDI
Telephone: +1 (202) 370-5421
Email: cparga@oas.org

Logistic Coordination:

Aida Magaly Rothe

Principal Senior Conference Specialist
Department of Conferences and Meetings Management
Telephone: +1 (202) 497-3301
Email: MRothe@oas.org

3. Accreditation:

The delegations of the OAS Member States, permanent observers, and special guests must send their accreditation letters electronically to the following email address, no later **than December 3, 2021**:

Organization of American States

Department of Economic Development

Competitiveness, Innovation and Technology Section

Email: cparga@oas.org and aquintal@oas.org

For the delegations of the OAS Member States and permanent observers, this letter of accreditation must be sent through their Permanent Mission to the OAS.

In the event that the delegation is made up of more than one member, please **designate a head of delegation** (titular delegate). Also, indicate **his / her alternates** in case the head of delegation is unable to participate.

For technical reasons, each delegation may be made up of a maximum of eight (8) delegates who will be present during the plenary sessions of the Meeting. In the case of permanent observers and special guests, only one delegate may enter, and up to a maximum of two (2) delegates per Observer Country with a permanent representative to the OAS. It is important to highlight that the Permanent Observer Missions will be able to observe the development of the Meeting and will only be able to speak whenever the Chair of the meeting so decides.

4. Registration of participants:

In addition to the respective letters of accreditation, delegates must also register by filling out the registration form (See ANNEX I) and send it no later than **December 3, 2021**, to the Department of Economic Development (cparga@oas.org and aquintal@oas.org).

When registering, it is necessary for each person to include an email in which they will receive confirmation of their registration, and a phone number where the OAS Secretariat and the technical team can contact them via WhatsApp in case they require assistance during the meeting.

5. Access to virtual meetings:

The virtual room will be enabled at 8:00 a.m. EST (Washington D.C. local time, United States of America) the day of the meeting. It is especially important to connect to the virtual platform at least 30 minutes before the start of the Meeting to ensure that there are no technical failures and above all to have the necessary quorum.

When entering, the virtual platform will require to include the name of the participant in the Meeting, please do so in the following format: "*Country - Name*". Example: "*Jamaica - Richard Shaw*". It is important to consider that access will not be allowed to delegates who have not been duly accredited in accordance with point 3 of this Bulletin.

6. KUDO Connection Links:

Duly accredited delegates of Member States, consultative bodies, permanent observers, and speakers who will be joining the virtual meeting (with camera and microphone access) may do so at this [DELEGATE LINK](#). **This link will be working on Tuesday, December 7 at 8:00 a.m. EST** (local time in Washington D.C., United States of America).

Special guests, duly accredited, who will not speak may follow the sessions using the [VIEWER LINK](#).

It is particularly important to note that the VI Meeting of Ministers and High Authorities of Science and Technology (REMCYT) is exclusively for accredited delegations. For this reason, we kindly ask you not to share the link, since access will only be allowed to officials accredited via their Permanent Mission as part of their delegation.

7. Test session:

On December 6, delegations will have the opportunity to perform a test session on the KUDO platform to become familiar with it, do video and audio tests, and resolve any logistical questions that may arise. The links for this test will be sent to the delegations via the OAS Department of Economic Development.

8. Languages and working documents:

The VI Meeting of Ministers and High Authorities of Science and Technology (REMCYT) will be conducted in the four official languages of the Organization (Spanish, French, English, and Portuguese), for which simultaneous interpretation will be available.

The substantive documents can be accessed via the following link: [DOCUMENTS LINK](#) or by scanning the QR code on the first page of this bulletin.

In order to hold the Meeting in the established time, it is important that the documents to be discussed are previously reviewed in order to expedite their final approval.

9. Connectivity and recommendations:

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

- Connect via Google Chrome or Firefox, preferably from a desktop computer or a laptop.
- Verify with their respective technology departments that the domains kudoway.com and live.kudoway.com are added in the "whitelist" of the firewall and the mail server.
- If you have a VPN, you should disconnect from it.
- An Internet connection with minimum download/upload speed of 10/10 mb/s is required.
- If you wish to connect via a mobile device, it is necessary that you download the KUDO application (app) and keep your device charged.

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

The following document contains technical recommendations to ensure the best possible experience when participating in the virtual meeting: [KUDO PLATFORM USER GUIDE](#)

11. Additional information:

For more information, please contact the Department of Economic Development: César Parga, Chief, Competitiveness, Innovation, and Technology Section (cparga@oas.org) or Aryanne Quintal, Specialist, Competitiveness, Innovation, and Technology Section (aquintal@oas.org).



ORGANIZATION OF AMERICAN STATES
Inter-American Council for Integral Development
(CIDI)



ANEXO I / ANNEX I

**VI REUNIÓN DE MINISTROS Y ALTAS AUTORIDADES DE CIENCIA Y TECNOLOGÍA /
VI MEETING OF MINISTERS AND HIGH AUTHORITIES OF SCIENCE AND TECHNOLOGY**
7 y 8 de Diciembre de 2021/ December 7-8, 2021

FORMULARIO DE REGISTRO / REGISTRATION FORM

INFORMACIÓN PERSONAL / PERSONAL INFORMATION	
País / Country	
Apellido / Last Name	Nombre / First Name
Cargo / Position	
Organización / Organization	
Teléfono Oficina / Office Telephone	Teléfono Móvil / Mobil Telephone ¹ (WhatsApp)
Correo electrónico / E-Mail	

OTRA INFORMACIÓN RELEVANTE / OTHER RELEVANT INFORMATION

*Envíe, por favor, este formulario a más tardar el 3 de diciembre de 2021/ Please submit this form by no later than **December***

¹ Su número de teléfono móvil será utilizado únicamente para resolver problemas técnicos, si los hubiera, durante la Reunión. Le agradecemos proporcionarnos esta información.

Your mobile number will only be used to solve technical issues, if they arise, during the Meeting. We thank you in advance for providing this information.

3, 2021. (cparga@oas.org; aquintal@oas.org)