



Info Bulletin

22nd ParlAmericas Plenary Assembly & 10th Gathering of the Open Parliament Network

May 19-22, 2026 | Ottawa, Canada

On behalf of the Parliament of Canada and ParlAmericas, we look forward to welcoming delegates to Canada’s capital city, Ottawa. In order to ensure your visit is successful, we invite you to read the following logistics details for this Gathering. In particular the Visa and eTA process for entry into Canada requires immediate attention.

IMPORTANT: A Visa or eTA must be obtained by all visitors PRIOR to travelling to Canada

Delegates from the following countries qualify for an eTA:

<ul style="list-style-type: none"> • United States of America 	<ul style="list-style-type: none"> • Chile 	<ul style="list-style-type: none"> • Barbados • The Bahamas
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Delegates from the following countries may qualify for a special eTA if they have entered Canada within the past 10 years or if they currently have a valid US visa:

<ul style="list-style-type: none"> • Antigua and Barbuda • Argentina • Brazil • Costa Rica 	<ul style="list-style-type: none"> • Mexico • Panama • Saint Lucia • Saint Kitts and Nevis 	<ul style="list-style-type: none"> • Saint Vincent and the Grenadines • Trinidad and Tobago • Uruguay
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Electronic Travel Authorization (eTA)

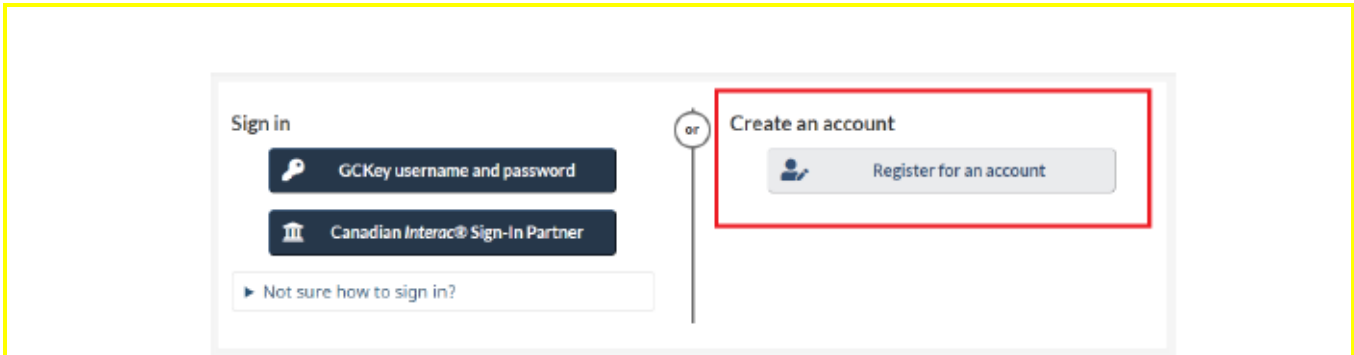
Apply for your eTA at the following link: [Electronic Travel Authorization](#)

Delegates from the following countries must apply for a visa:

<ul style="list-style-type: none"> • Belize • Bolivia • Colombia • Cuba • Dominica • Dominican Republic 	<ul style="list-style-type: none"> • Ecuador • El Salvador • Grenada • Guatemala • Guyana 	<ul style="list-style-type: none"> • Honduras • Jamaica • Paraguay • Peru • Suriname
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Visa Application

To apply for your visa you must first create an account on the [IRCC Secure Network Account](#).

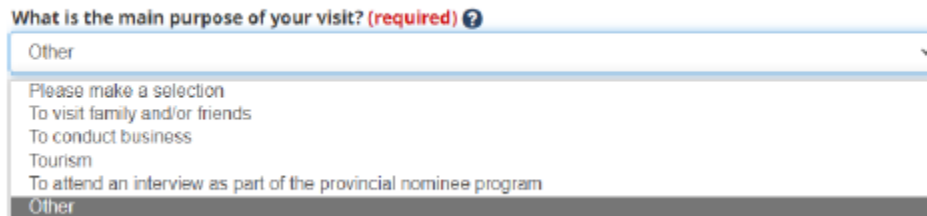


The screenshot shows a login and registration interface. On the left, under 'Sign in', there are two buttons: 'GCKey username and password' and 'Canadian Interac® Sign-In Partner'. Below these is a link '▶ Not sure how to sign in?'. On the right, under 'Create an account', there is a button 'Register for an account'. The 'Create an account' section is highlighted with a red box.

- Once you are signed in, start an application by clicking **“Apply to come to Canada”**.
- Under the section “I do not have a Personal Reference Code”, **select “Visitor visa, study and/or work permit”**. You will then be prompted to answer a series of questions to determine your eligibility to apply for a visa.

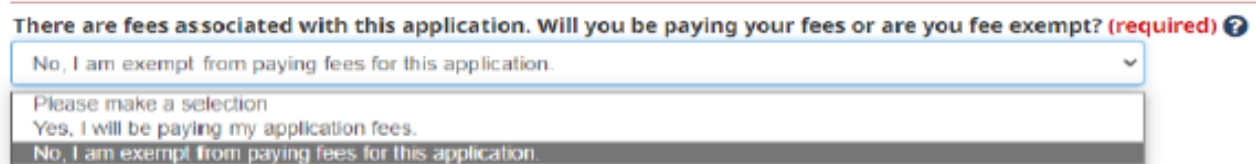
Once you have been found eligible to apply for a visa, you will need to answer another series of questions.

- For the question “What is the main purpose of your visit”, **select “Other”**



The screenshot shows a dropdown menu for the question "What is the main purpose of your visit? (required)". The selected option is "Other". The dropdown list includes the following options: "Please make a selection", "To visit family and/or friends", "To conduct business", "Tourism", "To attend an interview as part of the provincial nominee program", and "Other".

IMPORTANT: Because you are attending an event hosted by the Parliament of Canada and qualify for fee exemptions, **select ‘No, I am exempt from paying fees for this application’ when asked if you are fee exempt:**



The screenshot shows a dropdown menu for the question "There are fees associated with this application. Will you be paying your fees or are you fee exempt? (required)". The selected option is "No, I am exempt from paying fees for this application.". The dropdown list includes the following options: "Please make a selection", "Yes, I will be paying my application fees.", and "No, I am exempt from paying fees for this application."

You will then be prompted to complete the visa application form IMM 5257:

Application Form(s)			
Details	Document name	Instructions	Options
Not provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)		<input type="button" value="Upload file"/>

For PC users, follow the following steps to open the form:

- Right-click on the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form link.
- Select “Save target as” or “Save link as”.
- Choose the location on your computer where you would like to save the file.
- Select “Save”.
- Use Windows Explorer to get to the location where you saved the file.
- Right click on the PDF file.
- Select “Open with”.
- Select “Choose program”.
- Select “Adobe Acrobat Reader”.
- Make sure to check the box that says, “Always use this program to open these files”.
- Select “OK”.
- Complete the form

IMPORTANT: Tag your visa application (Form IMM 5257) with the special event code. In the ‘Details of Visit to Canada’ section, select: ‘Other’ for question ‘1a) Purpose of my visit’ and enter the special event code into the free text box in ‘1b) Other’:

The Special Event Code for this meeting is: **26PAGO**

DETAILS OF VISIT TO CANADA					
1	<table border="1"> <tr> <td>*a) Purpose of my visit</td> <td>*b) Other</td> </tr> <tr> <td>Other</td> <td>Insert Special Event Code here</td> </tr> </table>	*a) Purpose of my visit	*b) Other	Other	Insert Special Event Code here
*a) Purpose of my visit	*b) Other				
Other	Insert Special Event Code here				

IMPORTANT: Your application must clearly state that you are attending the **ParlAmericas Plenary Assembly**

- For question “4. Name, address, and relationship of any person(s) or institution(s) I will visit,” please include the following information:
 - Name: **Francis Scarpaleggia**
 - Relationship to me: **ParlAmericas Plenary Assembly**
 - Address in Canada: **111 Wellington St, Ottawa, ON K1A 0A9, Canada**



Once your application is completed, click on the “Validate” button located at the top or bottom of the form.

APPLICATION FOR VISITOR VISA (TEMPORARY RESIDENT VISA)
If you need more space for any section, print out an additional page containing the appropriate sections, complete and submit it with your application.

Validate Clear Form

IMPORTANT: Once the form is validated, save the form again to record the information you have just completed. You will not be able to upload your form unless it has been completed, validated, and saved.

Upload the file containing your completed and saved application from your computer onto your IRCC account application page:

Application Form(s)			
Application Form(s)			
Details	Document name	Instructions	Options
Not provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)	?	Upload file

You will also need to upload Supporting Documents, including the proof of how you meet the fee exemption. The ‘proof’ you must upload is the letter of invitation and, if applicable, the visa assistance letter received from your event organizer which contains the special event code. You must still demonstrate you meet the requirements to obtain a visa and provide biometrics (if applicable), but you will not be charged any fees. The same letter of invitation can be uploaded under both “Invitation Letter” and “Proof of Fee Exemption”

The **Official Invitation Letter from ParlAmericas and the Parliament of Canada**, should be uploaded twice as your “invitation letter” and “proof of fee exemption”. **This is the letter signed by the Honourable Raymond Gagné, Speaker of the Senate, and the Honourable Francis Scarpaleggia, Speaker of the House of Commons.**

Not provided	Invitation Letter (required)	?	Upload file
Not provided	Proof of Fee Exemption (required)	?	Upload file



Visa applications must be completed in full, and all necessary documents should be provided. An incomplete application will result in the visa being delayed or rejected. Even with an invitation from the Parliament of Canada and a special event code, the applicant [must meet all the eligibility criteria](#) to receive a visa.

If you are required to complete biometrics, you will be issued a Biometrics Instructions Letter (BIL) after submitting your application .

You must schedule an appointment at any Visa Application Centre (VAC) to complete your biometrics (follow the instructions below):

Visa and Biometric Fee Exemption

All delegates are exempt from paying the visa and biometric fees.

- With the event code **(26PAGO)** and official invitation letter, you **do not need to pay** the \$100 Visa Fee and \$85 Biometrics Fee.
- In the appropriate box on the application, select ***'No, I am exempt from paying fees for this application'***.
- While participants are exempt from the visa and biometric fees, processing fees administered directly by the local visa centres may be applicable.

Biometrics

When you apply for a Visa to enter Canada, you must provide biometrics (fingerprints and photo).

- Biometrics remain valid for 10 years.
- Biometrics must be provided in person at a [Visa Application Centre](#).
- Some applicants may be eligible for an [exemption from biometrics](#).
- A Visa can not be issued for a duration longer than 10 years from the last date biometrics were given. If you are eligible for a Visa for a longer period, but your biometrics will expire, you can choose to give your biometrics again when you apply.

For additional information on whether or not you must provide biometrics, please refer to [fast facts about Biometrics](#).

Visa Processing Times

Processing times for visa applications vary depending on the visa office and the time of the year. Participants are encouraged to apply **as soon as possible**, as standard guidance is to apply 12 weeks in advance of travel. You can [check this processing times calculator](#) for guidance on estimated visa processing times for your country.

IMPORTANT: ParlAmericas and the Parliament of Canada **cannot** expedite visa applications. Participants are encouraged to submit their applications as soon as possible.

- We can, however, ensure that your file has been properly associated with this event. Once you have submitted your application, you will receive a confirmation number. *This is a number that will start with the letter V.* Send this number to natan.iorkansky@parlamericas.org to facilitate this follow-up.

ArriveCAN

It is highly recommended that travelers complete the ArriveCan online application before arriving in Canada



to avoid unnecessary delays at entry. ArriveCan is not mandatory, but using the application offers benefits, such as allowing you to prepare your declaration at your own pace and from the location of your choice, up to 72 hours before a flight. It also enables access to express lanes for advance declaration. For more information on the benefits of ArriveCan and how it works, please visit the [CBSA website](#).

Liaison with Heads of Missions

All participating countries with diplomatic representation in Canada will be notified of the ParlAmericas 22nd Plenary Assembly & 10th Gathering of the Open Parliament Network. Delegates, who wish to contact their country's Head of Mission in Canada, can consult the [Global Affairs Canada](#) website.

Official Hotel:

The Lord Elgin Hotel

- Address: 100 Elgin street, Ottawa
- Preferential rate: CAD \$240/night + tax (**13%**), includes breakfast (approx USD \$190/night + tax)
- Check-in: 16:00 / Check-out: 12:00
- Cancellation policy:
 - Cancellations made 30 days or more prior to arrival will be free of charge.
 - Cancellations made between 29 and 14 days prior to arrival will be subject to a charge of 50% of the total stay.
 - Cancellations made 13 days or less prior to arrival, as well as no-shows, will be charged 100% of the total stay.
 - Modifications that reduce the length of stay within 13 days of arrival will also result in a charge for the full original reservation.

Reservations must be made through the following link:

<https://app.mews.com/distributor/c4b50183-5643-4135-808f-b3cb00e1ae4c?mewsAvailabilityBlockId=c67f8233-96ee-4838-a3d7-b4090102f80e&mewsStart=2026-05-18&mewsEnd=2026-05-23>

For Reservations outside of the official travel dates, please contact the Lord Elgin reservations team at groups@lordelgin.ca or by phone at +1-613-235-3333 x 0 and reference the **group block number 5233790**

Reservations for the ParlAmericas group must be made before **May 4, 2026**. After this date, they will be subject to the hotel's availability, so we recommend contacting the hotel as soon as possible. A credit card will be required to guarantee your reservation.

If you experience any difficulties making your reservation, please email the Parliament of Canada Conference team at ParlAmericas2026@Parl.gc.ca and copy Mr. Natan Iorcansky at ParlAmericas natan.iorcansky@parlamericas.org

Protocol:

Transportation between the airport and the official hotel will be organized by ParlAmericas and the Parliament of Canada. To use this service, please send your flight itinerary no later than May 4, by email to natan.iorcansky@parlamericas.org.

**Health Insurance:**

Participants are strongly encouraged to obtain international travel health insurance that covers any medical contingencies prior to attending the delegation. It is recommended that those who take special medications travel with their medicines, prescriptions, and any other relevant medical documents.

Participants are also encouraged to verify in advance which medical centers are covered by their insurance policy in order to respond promptly and effectively in the event of any incident. It is likewise advisable to carry an emergency card containing emergency contact information, travel medical insurance information, details regarding any illnesses, allergies, and/or medications being taken, as well as any other relevant information.

ParlAmericas will not be responsible for any financial expenses or other consequences related to the medical care of any participant.

Currency:

The official currency of Canada is the Canadian dollar, represented by the symbol CAD. Foreign currency exchange services are available at most banks and currency exchange offices located at the airport and in shopping centres. The official exchange rate is approximately 1.40 Canadian dollars per U.S. dollar.

Electricity:

The electricity supply in Ottawa, Canada is 120 V with a frequency of 60 Hz. If you bring any equipment that operates on a different voltage, you will need to bring the corresponding adapter. Electrical plugs and outlets are type A and type B, similar to those used in the United States.

Dietary Restrictions:

We kindly ask that any dietary restrictions or allergies be communicated as soon as possible.

Weather in Ottawa

In May, the weather in Ottawa is mild and variable, marking the transition into spring. It is recommended to wear layered clothing and a jacket, as temperatures may fluctuate throughout the day.

Average temperatures typically range between 10°C and 18°C, with highs reaching up to 22°C and lows close to 5°C. Relative humidity is moderate, and occasional rainfall may occur.

Contact at the International Secretariat of ParlAmericas:

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