



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

Visas

To enter Canada, all delegates require a valid passport for the duration of their stay in Canada. Delegates may also require a Temporary Residence Visa (TVR) or an electronic Travel Authorization (eTA). Please refer to the Canadian Government's official [website](#) to find out which one is required.

IMPORTANT: In Canada the terminology used for a visitor's visa is **temporary residence visa (TVR)**

* Select an application type. **(required)**

Temporary residence (visiting, studying, working)

* Which temporary residence application? **(required)**

Visitor visa (from outside Canada)

IMPORTANT: Your application must:

- Clearly state that you are attending the **ParlAmericas Plenary Assembly**
- Use the event reference code **26PAGO**
- Include a copy of the invitation letter from ParlAmericas and the Parliament of Canada

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.

Visa Application

You will find the instructions for applying for your Visa on the [Immigration, Refugees and Citizenship Canada \(IRCC\) website](#).

- You will then follow the instructions to create an IRCC Secure Network Account.
- If you already have an account, you can access it here: [Sign in to your IRCC secure account - Canada.ca](#)



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 [check this processing times calculator](#) for guidance. It is recommended to apply approximately **12 weeks** in advance of your departure date to ensure you receive the visa in time for the start of the event.

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.

Electronic Travel Authorization (eTA)

Visa-exempt foreign nationals must have an [Electronic Travel Authorization](#) (eTA) to fly to or transit through Canada. [Exceptions](#) include U.S. citizens, and travelers with a valid Canadian visa.

Canadian citizens, [including dual citizens](#), and Canadian permanent residents are not eligible to apply for an eTA or Visa. They must travel into Canada on their Canada issued travel document (passport / permanent residence card).

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: USD \$190/night + tax (**13%**), includes breakfast
- 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://reservations.travelclick.com/12200?groupID=5158304>

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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