

Info Bulletin

Caribbean Regional Workshop: Applying AI and Digital Solutions to Modernize Parliamentary Practice

September 12, and 13, 2026 | Miami, Florida

WORKSHOP AGENDA

REGISTRATION FORM

Visas and entry requirements:

All participants must hold a valid passport (with an expiry date at least six months after the date of travel) and a valid visa to enter the United States of America.

Flight arrangements will not be made without proof of a valid passport and entry visa. Meeting organizers have no ability to expedite visa applications. For travelers needing to apply for a visa, an official letter from the House Democracy Partnership can be requested to submit with the visa application, but this does not guarantee expedited processing.

Travel:

ParlAmericas will coordinate the purchase of round-trip economy airfare for your travel to Miami, Florida. In accordance with HDP's funding regulations, sponsored travel should coincide with the workshop's official dates whenever possible. Accordingly, flight arrangements will be made with a scheduled arrival in Miami, Florida, on September 11, 2026, and a scheduled departure on September 14, 2026, where possible and subject to flight availability and routing options.

Your flight itinerary will be sent to you via email. **Please note that it will not be possible to modify flight itineraries after tickets have been purchased.**

Official Hotel:

Each delegate will be provided with a room at the official hotel. Breakfast is included with your hotel room. You will be asked to provide a **personal credit card that is valid in the U.S.** at check-in to cover potential incidental expenses which are the sole responsibility of the traveler.

Hotel: [Novotel Miami Brickell](#)

Address: 1500 SW 1st Ave, Miami, FL 33129

Phone: +1 (786) 600-2600

Check-in: 3:00PM / Check-out: 12:00PM

Meals:

Meals provided in the official program include dinner on September 11, lunch and dinner on September 12, and lunch and dinner on September 13. Breakfast is included in the room rate at the hotel. Should delegates' transit necessitate earlier arrival on September 11, or later departure on September 14, additional meals would be provided. No additional stipends or allowances will be provided by the meeting organizers.

Transportation:

Transportation to and from the airport will be provided. After clearing customs and gathering your luggage, you will be greeted at the arrival gate by a driver holding a sign with your name. **Please do not leave the airport without your designated escort.**

Transportation between the hotel and the meeting venue at the FIU Campus will be provided. Participants must meet in the hotel lobby at the appointed time for bus departure.

For any personal local travel while in Miami, Florida, please note the information below.

- **Uber/Lyft:** Like many cities of its size, taking Uber or Lyft around Miami is very popular and easy to download on your smartphone. Either an Uber or Lyft from the hotels around Miami should cost no more than \$40 USD per trip if you are going somewhere within Miami, FL.
- **Metromover and Metrorail services:** The Financial District Metromover Station – about an 8-minute walk from the Novotel Miami Brickell – is a free, public transit option with 21 stations on three loops/lines and runs frequently (about a 5-minute wait). Miami's Metrorail is another cost-friendly option, with the Brickell Transit station about a 7-minute walk from the Novotel Miami Brickell.

Travel Medical Insurance is not Provided:

Travel medical insurance is the sole responsibility of the traveler. Participants are strongly encouraged to obtain international travel medical insurance that covers any medical contingencies prior to attending the workshop. Medical treatment in the United States can be very costly without insurance coverage.

The meeting organizers will not be responsible for any expenses or other consequences related to medical care, hospitalization, testing, quarantine, vaccines, or travel disruptions resulting from illness, accidents, or other health-related circumstances that may arise before, during, or after participation in this workshop.

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 an 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.

Dress Code:

The dress code for all official program events is business professional attire. Please note that U.S. buildings tend to be colder, so please pack layers to keep warm if this will affect you.

Currency:

Currency exchange for U.S. dollars is available through [Foreign Exchange Currency booths](#) located throughout the Miami International Airport, including terminal areas, greeter's lobby areas and security checkpoints.

Visa, American Express, and MasterCard are commonly accepted credit cards throughout the United States.

Electricity:

In Miami, the voltage is 120V at 60Hz, and plug types A and B are used. Participants bringing devices that operate on a different voltage are advised to bring a voltage converter and the appropriate plug adapter.

Dietary Restrictions:

We kindly ask that any dietary restrictions or allergies be communicated through the [registration form](#).

Weather in Miami, Florida:

Miami can be quite warm and humid in early September. We recommend being prepared for hot and potentially rainy conditions. The average high in Miami, FL in September is 32°C with an average low of 25°C. Rain is always a possibility due to frequent afternoon showers, so it is best to be prepared with an umbrella or raincoat during our trip.

Key Logistics Contacts for this Workshop:

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