

Observers are responsible for following the Protocol, and all instructions given by ParlAmericas.

Registration and Fees

Observers at ParlAmericas events may be required to pay registration fees according to the following criteria:

- Organizations, Governments or Individuals who sponsor an expert, an activity, or support the event in some other way, can send one observer at no cost. Up to two (2) additional observers may attend, and must pay the registration fee.
- Organizations, Governments or Individuals wishing to attend who are not supporting the event financially, must pay for the registration of each observer, to a maximum of three (3) observers per Organization or Government. Individual/independent observers must pay the registration fee.
- Staff of the host parliament, and up to one accompanying parliamentary staff per registered parliamentarian can attend as observers at no cost.

Registration fees will vary depending on the following criteria:

- Observers must register in advance. Registration up to seven (7) days prior to the event will carry a fee of 150 USD per person.
- Registration within seven (7) days of the event, and at the door, will carry a fee of 500 USD per person.
- Countries that are not ParlAmericas members, may send up to six (6) parliamentarians to attend the meeting, for a fee of 2,000 USD. Each additional parliamentarian will carry a fee of 500 USD.

Fees Table

Category	Number of Observers	Fee Up to 7 days prior	Fee Within 7 days and at the door
Sponsors (Organization, Government, Individual)	<ul style="list-style-type: none"> • 1 • Up to 2 Additional observers per institution 	<ul style="list-style-type: none"> • none • US \$150 each 	<ul style="list-style-type: none"> • none • US \$500 each
Non-Sponsors (Organization, Government, Individual)	<ul style="list-style-type: none"> • Up to 3 per institution 	<ul style="list-style-type: none"> • US \$150 each 	<ul style="list-style-type: none"> • US \$500 each
Host Parliament Staff	<ul style="list-style-type: none"> • no limit 	<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • none
Parliamentary Staff Accompanying Parliamentarians	<ul style="list-style-type: none"> • Up to 1 per Parliamentarian 	<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • none
Non-Member Countries	<ul style="list-style-type: none"> • Up to 6 • Additional observers 	<ul style="list-style-type: none"> • US \$2000 • US \$500 each 	<ul style="list-style-type: none"> • US \$2000 • US \$500 each

Observers' rights and benefits

- **Access:** Observers have the right to attend the sessions, unless the Chair of the meeting or session declares it a closed session.
- **Documentation:** Observers are entitled to one set of documentation for the event.
- **Interventions:** Observers are not expected to participate in any discussion. Exceptionally, the Chair may invite observers to speak.

Observers Code of Conduct

Observers at ParlAmericas events agree to the following:

- **Registration and Sign In:** ParlAmericas collects information regarding observers, either through the registration process, or during sign in, including their name, organization, position, interest in the topic, contact information, etc.
- **Agree to Respect Confidentiality:** By attending a ParlAmericas event, observers may have access to information related to parliamentarians, individual countries and their assemblies, and regional dialogues, that is sensitive and/or not publicly available.
Observers are expected to be discreet and to hold in strict confidence any such information at all times, both during and after the event, and are asked not to share, discuss, or reveal any such confidential information with any third party.
- **Seating:** At all sessions, observers are asked to sit at the margins of the meeting, using the extra chairs placed around the room.

ParlAmericas reserves the right to waive fees for any Individual or Organization.