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Cc: [Dawn Davis](#)
Subject: ENA Delegation to Brazil- Commencement Notice
Date: 26 March 2025 09:53:00

Dear ENA Delegates and Accompanying Guests,

I am writing with news regarding your upcoming delegation to **Brazil**, convening in **São Paulo** on August 16, 2025. We are pleased to confirm the program will proceed. The latest information for your Delegation can be found at [Delegation Communication Site \(DCS\)](#).

Flight Arrangements

As you make your international flight arrangements, plan to **arrive** throughout the day on **August 16, 2025**. into the São Paulo (Guarulhos - GRU), Brasília (BSB), and Rio de Janeiro (Galeão - GIG)

For those departing after the main program, plan to **depart** the São Paulo (Guarulhos - GRU), Brasília (BSB), and Rio de Janeiro (Galeão - GIG) Airport on **August 21, 2025**.

For those taking part on the Optional Cultural Extension, plan to depart in the evening on **August 23, 2025**. from the Rio de Janeiro/Galeão–Antonio Carlos Jobim International Airport International Airport (GIG).

Airport Transfers

We reviewed the available flights arriving and departing from the US and found that most flights arrive and depart in similar time windows. We will arrange two group transfers to coincide with most arrivals and departures. Based on this information:

The Arrival Transfers Group transfers from the following airports will depart at the specified times:

- **Airports:** São Paulo (Guarulhos - GRU), Brasília (BSB), and Rio de Janeiro (Galeão - GIG)
- **Transfer Departure Times:**
 - 10:00 AM
 - 04:00 PM

The Departure Transfers Group transfers to the following airports will depart from the hotel at the specified times:

- **Airports:** São Paulo (Guarulhos - GRU), Brasília (BSB), and Rio de Janeiro (Galeão - GIG)
- **Transfer Departure Times:**
 - 06:00 AM
 - 01:00 PM

Please note these times may be slightly adjusted to accommodate as many arrivals and departures as possible.

We ask that you provide a copy of your flight itinerary so that our ground team can coordinate these transfers no later than 30 days prior to your delegation convene date.

- Should you choose to schedule flights which do not align with the planned arrival and departures, or you do not wish to join the transfers, you are responsible for arranging your own transportation. All independent travel arrangements are at your own expense.

Additional Hotel Accommodations

If you choose to arrive early/late or depart earlier/late, additional nights may be available at the hotel by contacting the hotel directly. The most competitive hotel rates can be found on the hotel website or by calling the hotel directly.

Canopy by Hilton Sao Paulo Jardins Boutique Hotel

**Rua Saint Hilaire, 40, Sao Paulo,
Sao Paulo, 01423-040, Brazil
Phone : +55 11 3509-9610**

US Citizen Travel Visa Information

Effective April 9, 2025, an entry visa is required for citizens of the United States, Canada and Australia.

In an effort to make this process as streamline as possible. The Citizen Ambassador Program will process the E-visa applications for your delegation as a group.

E-visa applications will be submitted at 60 days prior to the delegation convene date.

- You are not required to obtain your visa through the Citizen Ambassador program and may apply for a visa/E-visa independently.
- Completing the Citizen Ambassador visa/e-visa application does NOT guarantee approval. Visa decisions are made at the discretion of the issuing government. In the event of a denial, the Citizen Ambassador Program will work with the issuing authority to resolve issues to the best of our ability.

Please Note: You are responsible for complying with all visa procedures and deadlines. The inability to obtain visas will result in withdrawal of an offer of acceptance and forfeiture of a space on the program.

Cancellation due to lack of entry visa is subject to the cancellation penalties outline in this Terms and conditions of participation.

To complete the [Brazil E-visa Application Form](#), you will need the following documents:

- A valid passport- passport must be valid for at least six months beyond the intended stay
- Passport should have at least one blank page available for entry and exit stamps.
- standard visa photo- see specific requirements below

- A copy of your flight confirmation (to Brazil and from Brazil)

If you are **traveling in Brazil independent of the Citizen Ambassador Program**, including early arrival or late departure, not arranged by the Citizen Ambassador Program, please contact our office for assistance.

Additional information required to submit an application for a visa/e-visa to enter Brazil includes Hotel reservation confirmation and contact information, and the purpose of travel. This information will be provided by the Citizen Ambassador Program specific to the delegation.

Action Items

- Please submit the [Flight Information Form](#) as soon as you book your flights.
- Complete the [Passport documentation form](#): Needed for our ground team to coordinating travel, accommodations, and meeting sites associated with your delegation.
- Please apply for your e-visa for Brazil either using the Citizen Ambassador program [Brazil E-visa Application Form](#) or independently.
- [Join the WhatsApp Group](#): Functions as a space for delegates to make travel arrangements together. **Please note: WhatsApp will help you communicate with your fellow delegates before, during and after the delegation.** (Cultural Vistas will not be monitoring this WhatsApp Group until 30 days prior to departure)

Optional Program Action Items

- If you wish to bring a travel companion, non-professional guests can share this unique experience with you by taking part in the parallel guest program. You may enroll your guest on the [ENA Delegation Application form](#).
- Enroll for the [Optional Cultural Extension](#).
- If you wish to purchase travel insurance, we suggest checking with the credit card company for the card used to purchase your flights.

Thank you for your participation in this exciting exchange program. If you have any additional questions, please contact Citizen Ambassador Programs via email at citizenambassador@culturalvistas.org.

Warm Regards,

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