

From: [Jyoti Mallik](#)
To: [taryn.m.edwards.nnp@gmail.com](#); [katherine.swingle@gmail.com](#); [benayji@aol.com](#); [FIZZGUY_96@HOTMAIL.COM](#); [jleslie3@jhmi.edu](#); [jleslie3@jhmi.edu](#); [kcurtman@unmc.edu](#); [mindilyne@gmail.com](#); [Pamela.Y.Fernandez@gmail.com](#); [laloua@gmail.com](#); [jcgaul3@gmail.com](#); [rachel.rutland@nationwidechildrens.org](#); [yvonne.marengo](#)
Cc: [Christopher Addison](#); [Dawn Davis](#)
Subject: NANN Delegation to Spain - Commencement Notice
Date: 03 November 2025 14:04:00

Dear NANN Delegates and Accompanying Guests,

I am writing with news regarding your upcoming delegation for **NANN**, convening in **Spain** on February 1, 2026. 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 **February 1, 2026** via the [Madrid International Airport, MAD](#), Spain.

For those departing after the main program, plan on departing the [Madrid International Airport, MAD](#), Spain, on the morning of February 6, 2026.

For those participating on the Optional Cultural Extension to Barcelona, plan on departing the [Barcelona Airport, BCN](#), throughout the day, on February 9, 2026.

Please note the high-speed rail from Madrid to Barcelona on February 6 is included in the extension program cost.

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 group transfers to coincide with most arrivals and departures. Based on this information:

Arrival Transfers will depart the [Madrid International Airport, MAD](#) for delegation hotel at the following times:

- 12 noon- morning flight arrivals
- 4pm -afternoon flight arrivals
- 11pm- evening flight arrivals

Departure Transfers will depart the hotel for the [Madrid International Airport, MAD](#) at the following times:

- 5:30am- morning flight departures
- 9am- afternoon flight departures
- 4:30pm -evening flight departures

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.

February 1-2: [Catalonia Atocha, Madrid Spain](#)

February 2-4: [Sofraga Palacio- Avila, Spain](#)

February 4-6: [Hotel Emperador- Madrid, Spain](#)

February 6-9: [Petit Palace Eixample \(for the cultural extension\)](#)

US Citizen Travel Visa and Passport Information

If you are a citizen of the United States, visas are not required for visits lasting less than 90 days. If you are a citizen of another country, visit the [Embassy of Spain, Consular Services](#) website for the most current visa information. Passports must also have at least six months of validity at time of entry and a valid passport with at least one blank page.

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.
- [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 [NANN Delegation Application form](#).
- Enroll for the [Optional Cultural Extension to Barcelona](#).
- 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,

Jyoti Mallik

Program Coordinator, Citizen Ambassadors Program

202-545-6830 (office)

JMallik@culturalvistas.org

www.citizenambassador.org

Cultural Vistas

1250 H Street NW Suite 300

Washington, DC 20005