



INFORMATION FOR PARTICIPANTS

Asia-Pacific Telecommunity Ministerial Meeting 2025 (APT-MM)

30 to 31 May 2025

Tokyo, Japan

Senior Officials Meeting for APT-MM (SOM)

29 May 2025

Tokyo, Japan

INFORMATION FOR PARTICIPANTS

1. INTRODUCTION

The Asia Pacific Telecommunity Ministerial Meeting (APT-MM), which is usually held every few years, provides a premier platform for Ministers from the Asia-Pacific region to address emerging policy challenges and opportunities, discuss shared visions, and foster regional and international collaboration. APT-MM 2025 is scheduled to be held from 30 to 31 May 2025 at the Hilton Tokyo Hotel. Preceding to the Ministerial Meeting, the Senior Officials Meeting for APT-MM (SOM) will be held on 29 May 2025 at the same venue to finalize preparations for the Ministerial Meeting.

Format: In-person Meeting Official Language: English

*Only Japanese-English simultaneous interpretation will be available.

The meetings are organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Internal Affairs and Communications, Japan.

2. OBJECTIVE AND THEMES OF THE MEETING

The objectives of the Asia-Pacific Telecommunity Ministerial Meeting 2025 (APT-MM) are:

- To recognize the valuable role of APT in the regional cooperation on telecommunication/ICT and renew high level commitment for continued support to further strengthen the community;
- To provide high-level policy guidelines for the region for the next five years on the development of telecommunication/ICT and its critical role in enabling creative economy and socio-economic development;
- To evaluate and follow-up on the developments of telecommunication/ICT in APT Member countries towards achieving the objectives of the Singapore Statement, especially in co-creating a connected digital future in the Asia-Pacific;
- To provide a platform for the Ministers to have a free and open discussion on the pressing topics of the industry, among themselves, and with the experts and key leaders in the industry.

3. DATE AND VENUE OF THE MEETINGS

Asia-Pacific Telecommunity Ministerial Meeting 2025 (APT-MM) will be convened from 30 to 31 May 2025 at Hilton Tokyo Hotel in Tokyo, Japan.

The Senior Officials Meeting for APT-MM (SOM) will be held prior to the Ministerial Meeting on 29 May 2025 at the same venue.

The contact details of the hotel are as follows:

HOTEL: HILTON TOKYO

Address: 6-6-2 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-0023, Japan

Telephone: +81-3-3344-5111

Website: <https://www.hilton.com/en/hotels/tyohitw-hilton-tokyo/>

4. PARTICIPATION

All APT Members, Associate Members, Affiliate Members, International Organizations (ITU and ESCAP) can participate in the meeting by registering online through the registration page provided in the next section.

For Members, Associate Members and International Organizations (ITU and ESCAP), it is kindly requested to send the official list of members in your delegation to email aptnmm@apt.int.

5. REGISTRATION

Registration of delegates can be done online via the link below. Registration is starting from 19 March 2025 and close on 20 April 2025 for making necessary arrangements.

For APT Members, Associate Members, and International Organisations (ITU, ESCAP) <https://amarys-jtb.jp/apt2025/>

For Affiliate Members
https://amarys-jtb.jp/apt2025_sp/

On-site registration and distribution of badges will commence on:

Date	Time
Thursday 29 May 2025	8:00 – 18:00
Friday 30 May 2025	8:30 – 19:00
Saturday 31 May 2025	8:30 – 14:00

The registration desk will be located in the foyer, 3rd floor of Hilton Tokyo. The badges will be distributed during the registration. Participants are required to bring their passports or other photo identification to receive their badges. The badges should be worn at all time to access the meeting venue, secretariat room and other function venues for security purposes.

6. HOTEL ACCOMMODATION AND RESERVATION

Hilton Tokyo is recommended for all the Ministers and participants to stay during the meetings period.

HILTON TOKYO

Address: 6-6-2 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-0023, Japan

Tel: +81-3-3344-5111

URL: <https://www.hilton.com/en/hotels/tyohitw-hilton-tokyo/>

If you wish to make a reservation at the Hilton Tokyo, please book your room directly through the hotel's official website.

There are no special rates available for participants at the Hilton Tokyo, and no designated hotel contact point.

For any inquiries, please contact the following operator directly.

apt2025_acc@jtb.com

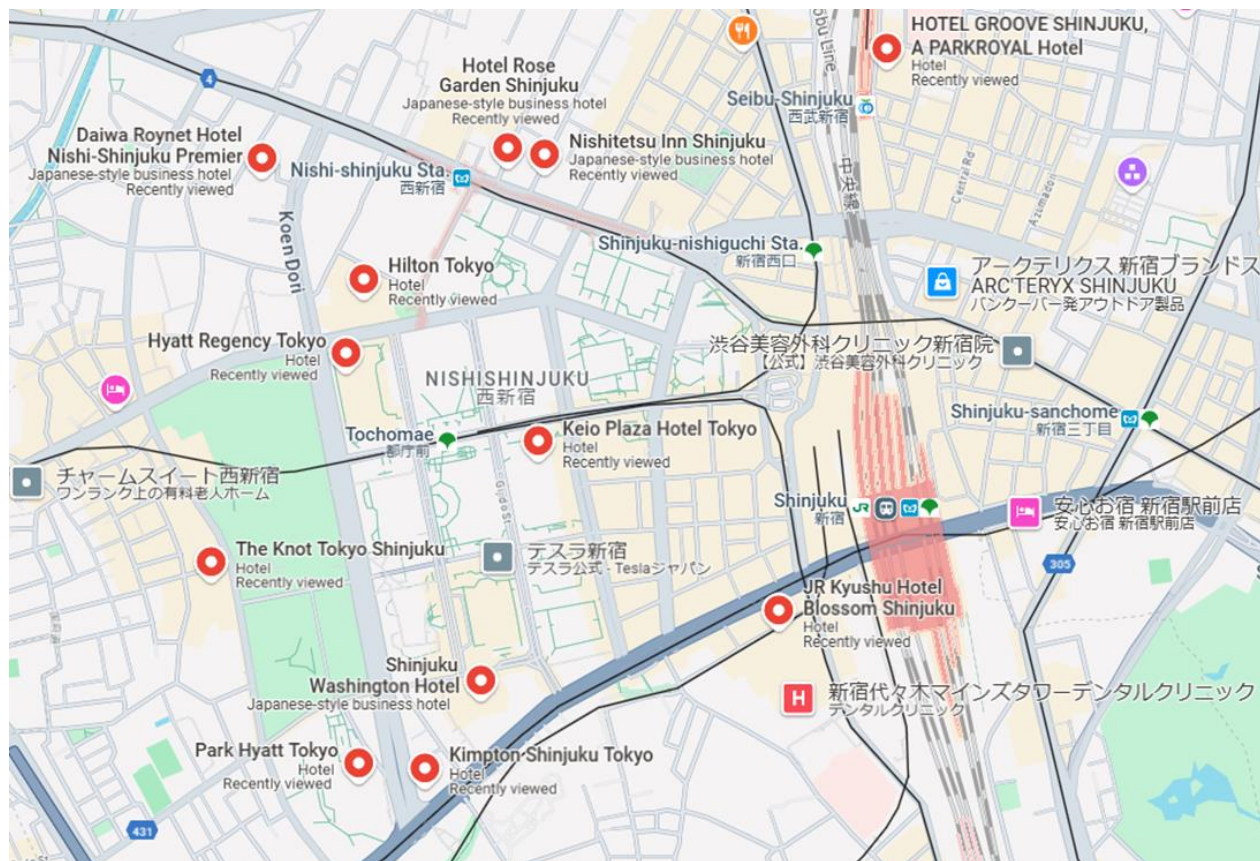
JTB Corp. Saitamaminami Branch

Asia- Pacific Telecommunity Ministerial Meeting 2025 Desk

The following hotels are alternative hotels for participants to stay during the events.

Please contact the hotels directly for rates and reservations:

	Hotel Name	Website	Distance to Hilton Tokyo
1	Hotel Rose Garden Shinjuku	https://hotel-rosegarden.jp/en/	5 min. by walk
2	Daiwa Roynet Hotel Nishi Shinjuku Premier	https://www.daiwaroynet.jp/en/nishi-shinjuku/	8 min. by walk
3	Nishitetsu Inn Shinjuku	https://inn-shinjuku.nishitetsu-hotels.com/	5 min. by walk
4	The Knot Tokyo Shinjuku	https://hotel-the-knot.jp/tokyoshinjuku/en/	10 min. by walk
5	Hyatt Regency Tokyo	https://www.hyatt.com/hyatt-regency/en-US/tyoty-hyatt-regency-tokyo/hotel-info	3 min. by walk
6	Keio Plaza Hotel Tokyo	https://www.keioplaza.com/rooms/index.html	7 min. by walk
7	Park Hyatt Tokyo	https://www.hyatt.com/en-US/hotel/japan/park-hyatt-tokyo/tyoph	12 min. by walk
8	Kimpton Shinjuku Tokyo	https://www.kimptonshinjuku.com/	12 min. by walk
9	Shinjuku Washington Hotel	https://shinjuku.washington-hotels.jp/	9 min. by walk
10	JR Kyushu Hotel Blossom Shinjuku	https://www.jrk-hotels.co.jp/Shinjuku/en/	7 min. by car
11	HOTEL GROOVE SHINJUKU, A PARKROYAL HOTEL	https://www.panpacific.com/en/hotels-and-resorts/hotel-groove-shinjuku.html	6 min. by car



7. OPENING CEREMONY OF MINISTERIAL MEETING

The Opening Ceremony of the Ministerial Meeting will commence at 09:30 Hours on Friday 30 May 2025 at Kiku, 4th floor, Hilton Tokyo.

All delegates are advised to arrive 30 minutes before commencement of the Opening Ceremony.

7. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and provisional meeting documents will be available at the APT Website at <https://www.apr.int>.

In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available online.

APT encourages all participants to bring their own laptops for paperless and electronic working during the meeting. Limited number of computers (with Internet access) and printers will be available for use by the participants during the meeting.

8. WIRELESS LAN

Internet Access over wireless network will be available during the meeting. Participants who wish to utilize wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

9. BILATERAL ROOM

Bilateral meeting rooms are available for booking from 29 to 31 May 2025. The rooms, with a seating capacity of a total of 6-12 people at the main tables, are subject to availability. Meeting rooms will be allocated in 30-minute time slots on a first-come, first-served basis. Meeting rooms with various seating capacities will be available for bilateral meetings at Hilton Tokyo during the following time frame:

- from 9:00 am to 8:00 pm on May 29
- from 8:00 am to 8:00 pm on May 30
- from 8:00 am to 5:00 pm on May 31

Detailed information will be provided by Japan in due course.

10. WORKING LANGUAGE

Working language for the Asia-Pacific Telecommunity Ministerial Meeting (APT-MM) and Senior Officials Meeting for APT-MM (SOM) is English.

11. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL AND BACK

- Public Taxi

Public Taxi is readily available at all terminals at Narita International Airport and Tokyo International (Haneda) Airport. All taxis are metered. Fares must be charged according to the taximeter, plus applicable surcharges. More information can be found here:

-From/to Narita International Airport: <https://www.narita-airport.jp/en/access/taxi/>

-From/to Haneda International Airport: <https://tokyo-haneda.com/en/access/taxi/index.html>

- Limousine Bus

Otherwise, participants may also wish to use the limousine bus which departs from Narita International Airport/Tokyo International (Haneda) Airport and arrives at Hilton Tokyo. More information can be found here: <https://web.service.limousinebus.co.jp/web/en/>

- Train

In case participants wish to use the train, several routes from/to the airports available, so please refer to the following pages:

-From/to Narita International Airport: <https://www.narita-airport.jp/en/access/train/>

-From/to Tokyo International (Haneda) Airport: <https://tokyo-haneda.com/en/access/train/index.html>

The Hotel is approximately 48 km from Narita International Airport / 16 km from Tokyo International (Haneda) Airport and it takes about 2 hours and 30 minutes by car from Narita International Airport / 50 minutes by car from Tokyo International (Haneda) Airport to the hotel.

Nearest train station to the hotel:

Nishi-Shinjuku Station (Marunouchi Line), 2min. walk

Tochomae Station (Toei Oedo Line), 3 min. walk

Shinjuku Station (West Exit; JR Line, Subway), 10 min. walk

12. VISA AND IMMIGRATION INFORMATION

For an overview of visa requirements, please contact the Embassy or Consulate of Japan in your country or visit the following website:

*Visa Application (Ministry of Foreign Affairs of Japan)

https://www.mofa.go.jp/j_info/visit/visa/index.html

*Japanese Embassies, Consulates and Permanent Missions

https://www.mofa.go.jp/about/emb_cons/mofaserv.html

Please note that, while visa applications will be processed in a timely manner, it is strongly advised that visa applications are made as early as possible.

13. INSURANCE

APT and the host country will not bear any cost of insurance for participants, any medical expenses or any other expenses. APT, therefore, requests participants to make necessary arrangements for insurance and medical coverage before their travel.

14. SPECIAL MEDICAL CARE

Please inform the secretariat if any special medical care is required for the Minister during the Ministerial Meeting.

15. DRESS CODE

Formal (Business Suit) dress code is a norm for the meetings. For dinners, smart casual or appropriate attire may be worn.

16. PRACTICAL INFORMATION

Weather: Tokyo is warm at the end of May. The average high temperature is 23 °C and the average low-temperature is 16°C.

Time Zone: UTC/GMT +9

Electricity and Water supply: The voltage in Japan is 100 Volts and the frequency of electric current is 50 Hertz in Eastern Japan. Japanese electrical plug has the “A-type” of two flat pins. Tap water of Japan is safe to drink, but bottled water is widely available.

Smoking: Smoking is only permitted in the designated smoking areas.

Useful Telephone Numbers:

Emergency (Police): 110

Emergency (Fire and Medical): 119

Credit Cards: Credit cards may be accepted in large hotels, shopping centers and restaurants whereas smaller shops may not be able to accept credit cards.

Currency and ATMs: The official currency of Japan is Japanese YEN (JPY). All payments must be made in Japanese YEN.

Prohibited Items to bring into Japan: Bringing certain items to Japan is prohibited or restricted. It is your responsibility to confirm whether the items you plan on bringing with you to Japan are allowed or not. Please refer to the website below to check the prohibited items:

<https://www.customs.go.jp/english/summary/prohibit.htm>

Note: Universal Adaptors are not provided by organisers/venue.

17. CONTACT INFORMATION

Local Secretariat

Ministry of Internal Affairs and Communications, Japan
2-1-2 Kasumigaseki, Chiyoda-ku, Tokyo
100-8926, Japan
Email: apt2025-sec@convention.co.jp

APT Secretariat

Asia-Pacific Telecommunity
12/49, Soi 5, Chaeng Watthana Road,
Bangkok 10210, Thailand
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18. MAP OF THE HOTEL

