



SATRC Workshop on Policy, Regulation and Services

28 – 30 April 2025, Dhaka, Bangladesh



INFORMATION FOR PARTICIPANTS

The South Asian Telecommunication Regulators' Council (SATRC) Workshop on Policy, Regulation and Services will be held from 28 to 30 April 2025 in Dhaka, Bangladesh. The workshop will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Bangladesh Telecommunication Regulatory Commission (BTRC). This workshop is a part of implementation of SATRC Action Plan Phase IX. It will be organized in hybrid format with both physical attendance as well as virtual/online participation through Zoom meeting platform.

Please find the following information for the convenience of participants:

1. VENUE

SATRC Workshop on Policy, Regulation and Services will be held at the Bangladesh Telecommunication Regulatory Commission (BTRC) office in Dhaka, Bangladesh. The contact details of the venue are as follows:

Name of the Venue: Bangladesh Telecommunication Regulatory Commission (BTRC)

Address of the Venue: Plot#E-5/A, Agargaon Administrative Area,
Sher-e-Bangla Nagar, Dhaka

Contact Person: **Lt Col Muhammad Rasheduzzaman**
Director, Systems and Services, BTRC

Mobile: +880 1552202725

Website: <https://btrc.gov.bd/>

2. PARTICIPATION

All SATRC Members and Affiliate Members of APT in SATRC countries can attend the meeting. Other APT members who are not from the SATRC member countries can attend SATRC meetings as Observers.

Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend the workshop on the same basis as they attend other APT meetings.

Non-APT members may be invited to participate in this workshop as a guest at the discretion of the Chair of SATRC and the Secretary General. Other Non-Members can attend the workshop as an "Observer" by paying a Registration Fee of USD 250 per person. The payment can be made in cash at the time of registration at the meeting venue or it may be sent through bank transfer to the APT prior to the meetings. Please contact APT Secretariat for further payment details.

3. REGISTRATION

For both physical and virtual/online attendance, registration shall be done online at <https://apt.int//content/online-registration> by **15 April 2025** for making necessary arrangements. **Only the registered participants are entitled to attend the workshop.**

4. HOTEL ACCOMMODATION RATE AND RESERVATION

i) Hotel name (Recommended Accommodation):

INTERCONTINENTAL DHAKA HOTEL

Address: 1 Minto Road Dhaka, 1000 Bangladesh

Phone: + 880-2-55663030

Email: dhaka@intercontinental-dhaka.com

URL: [intercontinental.com/dhaka](https://www.intercontinental.com/dhaka)

Room Type	Room Rate/Night	Reservation Details
Executive King Room	USD 120	<u>Contact Person:</u> Mr. Rezwan Maruf Director of Sales & Marketing E-mail: rezwan.maruf@intercontinental-dhaka.com Tel: +880 2 55663030 Mob: +8801711596002 Mr. Arif Ahmed Director of Catering Sales E-mail: arif.ahmed@intercontinental-dhaka.com Tel: +880 2 55663030 Mob: +8801713062022

- Rates are inclusive of an international buffet breakfast and free Wi-Fi in room
- Rates are inclusive of service charge and tax per room per night
- Check-in: 3:00 PM // Check-out: 12:00 PM

ii) Hotel name (Alternative Accommodation):

EMPYREAN HOTEL

Address: Base Bashar, Bangladesh Air Force, Tejgaon Dhaka-1215, Bangladesh

Mobile: +880 1322823884

Email: sales2@empyreanhotelbd.com

URL: www.empyreanhotelbd.com

Room Type	Room Rate/Night		Reservation Details
	Single	Double/Twin	
Executive King Room	USD 49	USD 56	<u>Contact Person:</u> Mr. Md. Adnan Hossain Senior Executive Sales & Marketing E-Mail: sales2@empyreanhotelbd.com Mob: +880 1322823884

- Rates are inclusive of an international buffet breakfast and free Wi-Fi in room
- Rates are inclusive of service charge and tax per room per night

For more information regarding hotel reservation, please directly contact with the hotels and copy to the Local Secretariat.

5. VISA AND IMMIGRATION REQUIREMENTS

Delegates are strongly advised to check all entry and visa requirements to travel Bangladesh on the websites of Bangladeshi Embassies and High Commissions in their respective countries. Visa supporting letter/Invitation letter can be issued upon request for assisting the delegates to obtain necessary visa from their respective countries and on-arrival visa (if applicable). Delegates who require this assistance and on-arrival visa support, should submit the following information at least 1 (one) Month prior to the event to Local Secretariat and APT's designated points of contact:

- (1) Scanned copy of the passport
- (2) Full name as written on passport
- (3) Date and place of birth
- (4) Passport number
- (5) Date of passport issuance
- (6) Date of passport expiration
- (7) Nationality
- (8) Date of arrival
- (9) Date of departure
- (10) Hotel booking
- (11) Funding
- (12) A valid email address
- (13) Address of High-Commission/ Embassy to obtain VISA from.

6. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information and documents of the workshop will be available at <https://apt.int/Meeting/2025-SATRC-WS-SPEC>.

SATRC Members and Affiliate Members of APT in SATRC countries who wish to submit contribution(s) on the agenda items should prepare the contribution(s) using Microsoft Word/PowerPoint and submit it to APT Secretariat by e-mail to aptsatrc@apt.int. **The last date for submission of contribution is 21 April 2025.**

7. WIRELESS LAN

Internet Access over wireless network will be available during the workshop. APT encourages the use of electronic documents during the workshop. The participants are kindly requested to bring their own laptops with Wi-Fi capability.

8. PRACTICAL INFORMATION

Bangladesh, a South Asian nation nestled between India and Myanmar, boasts a rich history, diverse culture, and awe-inspiring natural wonders. Bordered by the Bay of Bengal at her southern shores, Bangladesh occupies a total land area of 147,570 sq. km, encompassing the world's largest and one of the most fertile river deltas. This intricate network of waterways weaves through the landscape, creating a land of unparalleled beauty. Bangladesh achieved her sovereignty in 1971 and today functions as a secular parliamentary republic with a vibrant democracy.

Bangladesh is a vibrant nation teeming with over 171.2 million people. Bangla, also known as Bengali, is the official language, while English is also widely spoken. Islam is the faith practiced by the majority of the population with Hinduism, Christianity, and Buddhism adding to the rich tapestry of religious beliefs. Administratively, Bangladesh is divided into 8 Divisions and further into 64 Districts.

Dhaka, the bustling capital and largest city, is steeped in history and stands as one of the oldest cities in the region. Beyond the bustling city life, Bangladesh offers a treasure trove of tourist attractions. The Cox's Bazar Sea Beach holds the title of the longest natural sea beach in the world, while the Sundarbans Reserve Forest (SRF), the largest mangrove forest in the world, located in the south-western part of Bangladesh adjoining to the Bay of Bengal adds a testament to Bangladesh's unique ecological diversity. From the bustling cityscapes to a land of serene natural beauty, Bangladesh offers a truly unforgettable experience for every visitor.

Weather:

Bangladesh in April and May is a season of vibrancy and energy, offering a unique tropical experience. The days are warm and often sunny, with temperatures that can range from 30°C to 40°C (86°F to 104°F). It's the perfect time to embrace the region's tropical charm, as the warmth is balanced by occasional bursts of refreshing breezes and the first hints of the monsoon season. However, this period also marks the pre-monsoon season, so you may encounter short, rain showers that pass as quickly as they arrive, leaving the air fresh and invigorated. The humidity might feel noticeable, especially for those coming from cooler climates

Language:

Bangla is the official language. However, English is widely spoken.

Time zone:

GMT + 6.00 hours

Banks & Currency:

The unit of currency is Bangladeshi Taka (BDT). Foreign Exchange Rate is approximately BDT 121.76 to US\$ 1 [as of 24 March 24, 2025]. Normal banking hours are from 10.00 to 15.00 on weekdays (Friday & Saturday are closed). Credit cards including American Express, Visa and Master Cards etc. are accepted in major hotels, shops and restaurants.

Electricity:

220 Volts AC 50Hz rating usually used in Bangladesh. The power sockets generally available in Bangladesh are the "Type G" British BS-1363, "Type D" Indian 5 amp BS-546 (round) and BS 4573 (UK shaver). **It is advisable to come along with Global adaptors.**



9. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

The Hazrat Shahjalal International Airport is around 15-25 minutes away from the venue of the meeting and recommended hotels. Local Secretariat will arrange transportation from the airport to the above-mentioned hotels and back to airport for the participants upon prior intimation. To avail this facility, delegates are kindly requested to send their flight itineraries through email to the Local Secretariat with a copy to APT Secretariat at least 10 (Ten) days prior to date of travel.

10. CODE OF CONDUCT

The Code of Conduct requires that all participants in connection with APT meetings or events, whether virtual, hybrid or physical, must observe professional, respectful and responsible conduct at all times, bearing in mind zero tolerance on discrimination or intimidation against cultural, ethnic, religious and gender differences to facilitate a safe and inclusive environment.

11. INSURANCE

Due to procedural difficulties and budgetary constraints, APT and BTRC are not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT therefore requests the Administrations/Organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

11. CONTACT INFORMATION

<u>APT Secretariat</u> Asia-Pacific Telecommunity (APT) 12/49 Soi:5 Chaeng Watthana Road Bangkok 10210, Thailand Tel: +66 2 573 0044 Fax: +66 2 573 7479 E-mail: aptsatrc@apt.int	<u>Local Secretariat</u> Name: Muhammad Rasheduzzaman Designation: Director Bangladesh Telecommunication Regulatory Commission (BTRC) Plot#E-5/A, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207 Tel: +880 2-55667766 Mobile: +8801552202725 Fax: +880 2-222217167 Email: dirss@btrc.gov.bd Name: Mohammad Farhan Alam Designation: Deputy Director Bangladesh Telecommunication Regulatory Commission (BTRC) IEB Bhaban, Ramna, Dhaka-1000 Tel: +880255110544 Mobile: +8801552202847 Fax: +88029556677 Email: farhan@btrc.gov.bd
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