



**The Meeting of the SATRC Working Group on  
Policy, Regulation and Services**  
23-25 September 2025, Colombo, Sri Lanka



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## INFORMATION FOR PARTICIPANTS

The Meeting of the South Asian Telecommunication Regulators' Council (SATRC) Working Group on Policy, Regulation and Services will be held from 23<sup>rd</sup> to 25<sup>th</sup> September 2025 in Colombo, Sri Lanka. The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Telecommunications Regulatory Commission of Sri Lanka (TRCSL). This meeting is a part of the implementation of SATRC Action Plan Phase IX. The meeting will be organized as a physical meeting with remote participation. Remote participation will be provided via the Zoom meeting platform.

Please find the following information for the convenience of participants:

### 1. MEETING VENUE

The venue for the Meeting of the SATRC WG on Policy, Regulation and Services will be at the Hilton Colombo Residences, Colombo, Sri Lanka. The details of the hotel are mentioned below:

**Hotel Name : Hilton Colombo Residences**

Address : P.O. Box 2000, 200, Union Place, Colombo 02, Sri Lanka.

Tel : +94 115 344 644

Website : <https://www.hilton.com/en/hotels/coljttw-hilton-colombo-residences/>

### 2. PARTICIPATION

All SATRC Members and Affiliate Members of APT in SATRC Member countries can attend the meeting. Other APT members as well as the regional and international organizations are welcome to participate physically or virtually. Non-Members cannot attend the meeting.

Remote participation will be arranged for all sessions with the following notes in order to facilitate the effectiveness of the meetings:

1. All Office Bearers and relevant experts of SATRC WG Policy, Regulation and Services must attend the meeting in person
2. All contributors who submit contribution(s) are strongly expected to attend the meeting in person
3. Other participants are encouraged to attend the meeting in person
4. All participants are invited to bring their own earphones or headsets.

### 3. REGISTRATION

Registration can be done online at [https://apt.int/Event\\_regis#2025-SATRC-WG-PRS](https://apt.int/Event_regis#2025-SATRC-WG-PRS) preferably by **25 August 2025** for making necessary arrangements. **Only registered participants are entitled to attend the meeting.**

### 4. HOTEL ACCOMMODATION RATE & RESERVATION

- (i) For the logistics and convenience of the participants, it is recommended that all participants stay at the venue hotel, Hilton Colombo Residences in Colombo during the period of the meeting:

#### Contact Point for the Hotel (Recommended Accommodation):

**Hotel Name : Hilton Colombo Residences**

Address : P.O. Box 2000, 200, Union Place, Colombo 02, Sri Lanka.

Tel : +94 115 344 644

Website : <https://www.hilton.com/en/hotels/coljttw-hilton-colombo-residences/>

#### Details of Hotel Contact Person:

Name: Upekshana Isiwara Jayakody

Email [Upekshana.Jayakody@Hilton.com](mailto:Upekshana.Jayakody@Hilton.com)

Phone: +94 763123134

Room Type	Room Rate/Night	
	Single	Double/Twin
Superior Room	USD 113.85	USD 125.24

- Rates are inclusive of an international buffet breakfast and free Wi-Fi in room
- Rates are inclusive of service charge and all taxes per room per night
- This special rate has been arranged by TRCSL.

- (ii) Alternative Accommodation is available at following hotels:

Note: The following four-star and above hotels are suggested as alternative options due to their convenient location within 2 km of the event venue. Please contact the hotels directly for pricing details.

**Hotel Name: Courtyard by Marriott Colombo**

Address: Colombo City Centre, 137, Muttiah Road, Colombo, Sri Lanka

Tel: +94 117 734 451

Website: <https://www.marriott.com/en-us/hotels/cmbcy-courtyard-colombo/overview/>

**Hotel Name: Cinnamon Grand Colombo**

Address: No, 77, Galle Rd, Colombo 00300, Sri Lanka

Tel: +94 112 437 437

Website: <https://www.cinnamonhotels.com/cinnamon-grand-colombo>

***For more information regarding hotel reservations, please directly contact with the hotel (contact person) and copy to the Local Secretariat.***

## 5. VISA AND IMMIGRATION REQUIREMENTS

Participants must hold a valid passport with at least six months of remaining validity and should check visa requirements prior to entering the country. Participants are advised to obtain their visa prior to departure and secure transit visas for countries en-route to Sri Lanka, where necessary. As visa requirements are subject to change, it is advisable to reconfirm current visa requirements with your respective Embassies or Ministry of Foreign Affairs or travel agent. For further information, please visit: [www.immigration.gov.lk](http://www.immigration.gov.lk), <https://eta.gov.lk/slvisa/>

For Online Visa facility, please refer to <https://eta.gov.lk/slvisa/>

If any participant requires an invitation letter from the host, please contact the Local Secretariat. Visa supporting letters 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 one month prior to the event to the Local Secretariat with a copy to APT Secretariat:

- (1) Scanned copy of the passport
- (2) Date of arrival
- (3) Date of departure
- (4) Hotel booking
- (5) A valid official email address
- (6) Contact number

## 6. MEETING WEBSITE, DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting as well as documents will be available at: <https://apt.int/Meeting/2025-SATRC-WG-PRS>. The SATRC Members who wish to contribute to the meeting should send the contributions in Microsoft Word, English Version to the APT Secretariat by e-mail ([aptsatrc@apt.int](mailto:aptsatrc@apt.int)). **The deadline for submission of contribution is 15 September 2025.**

## 7. WIRELESS LAN

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

## 8. PRACTICAL INFORMATION

**Country:** Sri Lanka (A Tourist Destination)

Sri Lanka is an island nation located in the Indian Ocean, just south of the Indian subcontinent. It spans approximately 435 km from north to south and 225 km at its widest point. The country has a population of around 21.76 million.

Renowned for its natural beauty, Sri Lanka features a diverse landscape that includes tropical beaches, lush greenery, and historic sites. It is also known for its biodiversity and is a leading exporter of cinnamon and tea.

Colombo, the commercial capital, is the country's primary hub for business and administration. The city offers a mix of modern amenities and historical charm and is situated approximately 35 km from Bandaranaike International Airport in Katunayake, ensuring convenient access for international travellers.

### **Weather:**

Sri Lanka has a tropical, humid climate. The average temperature in September is in the range of 27 - 30 degrees Celsius.

### **Language:**

Sinhala and Tamil are the official languages of Sri Lanka. English is a recognized official language (used as a link language and in administration) and is widely spoken throughout Sri Lanka.

### **Time zone:**

GMT/UTC + 5.30 hours

### **Banks & Currency:**

The currency of Sri Lanka is the Sri Lankan Rupee (LKR). Foreign currency can be exchanged at banks, authorized money exchange counters, selected hotels, and upon arrival at the airport. It is recommended to use only authorized money exchange counters. Commonly used credit cards such as American Express, Visa, and MasterCard are generally accepted at hotels, retail outlets, restaurants, and other commercial establishments. As of 23<sup>rd</sup> July 2025, the exchange rate is approximately LKR 301.73 per US dollar.

### **Electricity:**

Supply voltage is 230 Volts (50 Hz). Type G plugs and socket outlets (Square three-pin) are used. Adapters for other plug types are available in the local market.



## 9. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

Bandaranaike International Airport is around 45 minutes (35 km) away from the venue of the meeting. The Local Secretariat will arrange transportation from the airport to the designated hotels and back, provided that participants notify in advance. 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 7 (seven) 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

The APT and the Local Secretariat therefore request Administrations/Organizations to kindly make necessary arrangements for medical and travel insurance, as well as other related coverage for the entire event period and overseas travel of the participant.

## 12. CONTACT INFORMATION

<b><u>APT Secretariat</u></b>	<b><u>Local Secretariat</u></b>
Ms. Shreya Pradhan Assistant Project Coordinator 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: <a href="mailto:aptsatrc@apt.int">aptsatrc@apt.int</a>	Mr. Muditha Gunasinghe Director (Policy & International Relations) Telecommunications Regulatory Commission of Sri Lanka (TRCSL). Address: No. 276, Elvitigala Mawatha, Colombo 08, Sri Lanka. Phone: +94 11 2689345 (Ext. 4103) Mobile: +94 77 7376652 Email: <a href="mailto:gunasinghe@trc.gov.lk">gunasinghe@trc.gov.lk</a>  Mr. Dilan Samarasinghe Assistant Director/IR (Cover Up), Policy & International Relations Division Telecommunications Regulatory Commission of Sri Lanka (TRCSL). Phone: +94 11 2689345 (Ext. 5201) Mobile: +94 77 7771724 Email: <a href="mailto:samarasinghe@trc.gov.lk">samarasinghe@trc.gov.lk</a>