



The 22nd APT Telecommunication/ICT Development Forum (ADF-22)

14 – 16 October 2025

Bangkok, Thailand

INFORMATION FOR PARTICIPANTS

The Asia-Pacific Telecommunity (APT) will organize the 22nd APT Telecommunication/ICT Development Forum (ADF-22) from 14 to 16 October 2025 in Bangkok, Thailand in a hybrid format (both physical and virtual/online attendance through Zoom meeting).

Please find the following information for the convenience of participants:

1. VENUE

The ADF-22 will be held at the Swissôtel Bangkok Ratchada [New name: **Jubilee Prestige Hotel Ratchadapisek**], Bangkok, Thailand. The contact details of the hotel are as follows:

Swissôtel Bangkok Ratchada [New name: **Jubilee Prestige Hotel Ratchadapisek**]

Address: 204 Ratchadapisek Road,
Huay Kwang, Bangkok 10320,
Thailand

Tel: +66 2 694 2222

URL: [https://www.swissotelbangkok.com/
jubileeprestigebangkok.com](https://www.swissotelbangkok.com/jubileeprestigebangkok.com)

2. PARTICIPATION

All APT Members, Associate Members and Affiliate Members are invited to participate in the activities of the Forum.

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

Non-APT members may be invited to participate in the activities of the Forum as a guest at the discretion of the Chair of the Forum and the Secretary General in consultation with the relevant Member administration as appropriate.

Other non-APT members may participate as observer with the payment of the participation fee and subject to consultation between the Secretary General and the relevant Member Administrations as appropriate.

Since the number of physical attendances influences some preparations for the meeting venue and other arrangements, your administration/organization is kindly requested to register delegates for physical attendance by the date specified in the following section.

Online participation will be arranged by using Zoom meeting platform. Detailed information for online participation will be sent to the registered delegates who wish to attend virtually.

3. REGISTRATION

For both physical and online attendance, registration shall be done online at <https://apt.int//content/online-registration> by **30 September 2025** for making necessary arrangements. Please indicate in the registration form whether your delegate will attend in person or online. **Only the registered participants are entitled to attend the meeting.**

4. HOTEL ACCOMMODATION & RESERVATION

Swissôtel Bangkok Ratchada is recommended for all participants to stay during the meeting. Please make your hotel reservation in order to be eligible for the special rates given below at the earliest possible date or not later than **19 September 2025**. The Swissôtel Bangkok Ratchada has created hotel reservation online for this meeting.

Please click the link below to make your reservation 
www.cognitofrms.com/SwissotelBangkokRatchada/The22ndAPTTelecommunicationICTDevelopmentForumADF22AtSwissotelBangkokRatchadaWeWou

We encourage you to book early to ensure availability and secure the best rates.

Room Type	Room Rate
Swiss Premier Room (Single)	THB 2,900
Swiss Premier Room (Double/Twin)	THB 3,200
Swiss Advantage (Single)	THB 3,200
Swiss Advantage (Double/Twin)	THB 3,500
Swiss Executive (Single)	THB 4,700
Swiss Executive (Double/Twin)	THB 5,000

* Room rates are inclusive of breakfast, Complimentary Wi-Fi throughout the hotel area and broadband Internet in room., 10% service charge and 7% of prevailing taxes.

The above-mentioned types of room are available on a first come first served basis. Participants are recommended to make early reservations in order to get the rooms of their choice. The hotel booking conditions are as follows:

- Accommodation expense will be settled by individual guest’s account upon departure, the reservation will be guarantee by credit card individually.
- In case of cancellation, if the reservation is not cancelled 72 hours before arrival, the first night will be charged. If the reservation is cancelled less than 24 hours before arrival, the total amount will be charged.
- In case of No Show, the hotel will charge the full amount of your reservation.
- Advance reservation is required. Last minute booking will be subjected to room availability.

- Check in at 14:00 hours; check out before 12:00 hours.

All bookings must be secured by a major credit card.

Due to the limited availability of rooms, the APT Secretariat may not be able to guarantee hotel reservation and special rates after 19 September 2025.

5. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINES

Related information about the meeting and meeting documents will be available at the APT Website at <https://apt.int/Meeting/2025-ADF22>.

APT members and International/Regional Organizations who wish to submit contribution(s) on the agenda items should prepare their contribution(s) in Microsoft Word and/or PowerPoint, English version and in proper template provided by APT Secretariat and send it to aptict@apt.int. The template is available on the APT website. **The deadline for submission of contribution(s) is 7 October 2025.**

6. WIRELESS LAN

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

7. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL

Physical participants are requested to use public transportation facilities of the Suvarnabhumi International Airport, Thailand. For more information, please visit website: <http://www.bangkokairportonline.com/>.

For your general information, the following transportations are available from Suvarnabhumi International Airport to the Hotel:

- Public Meter Taxi is located on 1st floor of the Arrival Hall, entrance 4 and 7. Fare shown on meter, plus THB 50 surcharge for boarding at the airport.
- Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.
- Hotel Limousine (HOTEL/Suvarnabhumi Airport/HOTEL - One Way):
 - Toyota Camry THB 1,800 net per car per way
 - Benz E-Class THB 2,900 net per car per way
 - Toyota van commuter THB 2,520 net per van per way

It takes about 50 minutes by car from Suvarnabhumi International Airport to the hotel via express way.

8. VISA AND IMMIGRATION INFORMATION

Thailand's visa requirements may vary for the citizens of different countries. Please check the visa requirements with a Royal Thai Embassy or a Royal Thai Consulate-General in your respective country in advance. Kindly visit <https://consular.mfa.go.th/th/page/cate-7393-general-information?menu=5d68c88d15e39c160c00827e> for more details.

If you require a visa supporting letter from the APT, please contact aptadmin@apt.int.

9. INSURANCE

Due to procedural difficulties and budgetary constraints, APT is 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.

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. CONTACT INFORMATION

For any further information about ADF-22, please contact:

APT Secretariat
12/49, Soi 5, Chaeng Watthana Road, Lak Si, Bangkok 10210, Thailand
Phone: +66 2 573 0044
Fax: +66 2 573 7479
Email: aptict@apt.int

12. MAP OF THE HOTEL

For map of Swissôtel Bangkok Ratchada: please click [see the map](#) inside this below link: <https://www.swissotelbangkok.com/> or jubileeprestigebangkok.com or [Google Map](#)

Hotel name in Thai language to be shown to a taxi driver:

[Former name] Swissôtel Bangkok Ratchada

Hotel name in Thai language “โรงแรมสวิสโฮเต็ล กรุงเทพ รัชดา”

[New name] Jubilee Prestige Hotel Ratchadapisek

Hotel name in Thai language “โรงแรม จูบิลี่ เพรสทีจัน รัชดาภิเษก”

***Note:** Many taxi drivers do not have a clear understanding of English. Therefore, please collect the hotel card and show to the taxi driver on your return to the hotel.*