



**The 5th Meeting of the APT Preparatory Group  
for WTDC-25 (APT WTDC25-5)  
15 - 19 September 2025, Bangkok, Thailand**

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**INFORMATION FOR PARTICIPANTS**

The 5th Meeting of the APT Preparatory Group for WTDC-25 (APT WTDC25-5) is scheduled to be held from 15 to 19 September 2025, Bangkok, Thailand with physical attendance as well as virtual/online participation through Zoom meeting platform (i.e., hybrid meeting). The event will be organized by the Asia-Pacific Telecommunity (APT).

Please find the following information for the convenience of participants.

**1. MEETING VENUE**

The APT WTDC25-5 will be held at the **Royal Orchid Sheraton Riverside Hotel Bangkok**. The contact details of the hotel are as follows:

**Royal Orchid Sheraton Riverside Hotel Bangkok**

**Address:** 2 Charoen Krung Road Soi 30 (Captain Bush Lane),  
Siphya, Bangrak, Bangkok, Thailand, 10500

**Telephone:** +66 (0)2 2660 123

**Telefax:** +66 (0)2 6395 480

**Website:** [www.marriott.com/BKCSI](http://www.marriott.com/BKCSI)

**2. PARTICIPATION**

All APT Members, Associate Members and Affiliate Members may participate in the activities of the APT-WTDC. Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend APT-WTDC meetings on the same basis as they attend other APT meetings.

Non-APT members may be invited to participate in the activities of APT-WTDC as guests at the discretion of the Chair and the Secretary General in consultation with the relevant Administration, as appropriate. Other non-APT members may participate with the observer status with the payment of the relevant participation fee at the discretion of the Chair and the Secretary General in consultation with the relevant Member Administration, as appropriate.

**3. REGISTRATION**

For both physical and virtual/online attendance, registration can be done online at [https://apt.int/Event\\_regis#2025-WTDC25-5](https://apt.int/Event_regis#2025-WTDC25-5) by **1 September 2025** for making necessary arrangements. Please indicate the mode of delegates' participation at the online registration form. **Only the registered participants are entitled to attend the meeting.**

#### 4. HOTEL ACCOMMODATION AND RESERVATION

Royal Orchid Sheraton Riverside Hotel Bangkok is recommended for all participants to stay during the meetings. Please make your hotel booking in order to be eligible for the special rates given below at the earliest possible date or not later than **1 September 2025**. The Royal Orchid Sheraton Riverside Hotel Bangkok has created hotel reservation online for the APT's participants.

Please make hotel reservation online through the link provided below:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1751994301323&key=GRP&app=resvlink>

Rooms	Single Rate	Double Rate
Deluxe Riverview Room	THB 3,900 net/room/night	THB 4,400 net/room/night

*\*\* These group room rates are inclusive of high-speed internet access, daily buffet breakfast, 10% service charge and applicable government tax 7%.*

*\*\* Check in at 15:00 hours; check out before 12:00 hours.*

Each type of room is available on a first come first served basis. Participants are recommended to make early reservation in order to get the room of their choice. All bookings must be secured by major credit card. **Hotel reservation link, cancellation policy and details of airport transfer services are shown in the attached file.**



Hotel reservation link  
and policy.pdf

Due to the limited room availability, APT Secretariat may not be able to guarantee hotel reservation and special rates after the closing date: **1 September 2025**.

#### 5. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINES

Related information about the meeting and provisional meeting documents will be available at the APT Website: <https://apt.int/Meeting/2025-WTDC25-5>.

APT members and International/Regional Organizations who wish to submit contributions 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 [apt-wtdc@apt.int](mailto:apt-wtdc@apt.int). The template is available on APT website at [https://apt.int/sites/default/files/file\\_tag/2025/07/APT-WTDC25-5-INP-0x\\_Template\\_contribution.docx](https://apt.int/sites/default/files/file_tag/2025/07/APT-WTDC25-5-INP-0x_Template_contribution.docx). **The deadline for submission of contributions is 5 September 2025**. Contributions will be posted on APT Website prior to the start of the meeting.

#### 6. 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.

More details on APT Code of Conduct are available at:

[https://apt.int/sites/default/files/file\\_tag/2023/11/APT-Code-of-Conduct.pdf](https://apt.int/sites/default/files/file_tag/2023/11/APT-Code-of-Conduct.pdf)

## 7. WI-FI ACCESS

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

## 8. 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 means of transportation 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 (Rate from the Royal Orchid Sheraton Riverside Hotel Bangkok) The rates are provided in the attachment file. Please contact hotel directly through [Res172.RoyalOrchid@sheraton.com](mailto:Res172.RoyalOrchid@sheraton.com).

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

## 9. 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](mailto:aptadmin@apt.int).

## 10. INSURANCE

APT will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. APT requests Administrations/Organizations to kindly make necessary arrangements for medical, travel insurance and others covering the whole period of the event and overseas travel for the participant.

## 11. PRACTICAL INFORMATION

### About Thailand:

Official Name:	Kingdom of Thailand
Population:	71.8 million
Capital City:	Bangkok

Area: 513,120 km<sup>2</sup>  
Religion: Buddhism  
Language: Thai  
International dialing code: +66

**Weather:**

The country has a tropical climate: warm and humid. In the monsoon season from July to October, abundant rain allows for the cultivation of a wide variety of crops. The most pleasant season is from November to early April. However, the climate varies throughout the country, and you can visit all year round. In the south, the climate differs between the eastern and western coasts.

**Time Zone:** GMT +7 hours

**Banks & Currency:**

Thai Baht (THB) is the official currency. The exchange rate as of 10 July 2025 is THB 32.45 to USD 1. Automated Teller Machines (ATM) (cash dispenser) are available everywhere in the city (Visa, MasterCard). Banks are usually open from 09:00 to 15:30 hours from Monday to Friday.

## 12. MAP OF THE HOTEL

For map of Royal Orchid Sheraton Riverside Hotel Bangkok: please click view map in the link below:

[www.marriott.com/BKKSI](http://www.marriott.com/BKKSI)

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

“<<โรงแรมรอยัล ออคิด เชอราตัน ริเวอร์ไซด์ กรุงเทพ>>”

## 13. CONTACT INFORMATION

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Bangkok 10210, Thailand  
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