



## The 25th APT Policy and Regulatory Forum (PRF-25)

30 September - 2 October 2025

Bangkok, Thailand (Hybrid)

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### INFORMATION FOR PARTICIPANTS

The 25th APT Policy and Regulatory Forum (PRF-25) is scheduled to be held from 30 September to 2 October 2025 in 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. VENUE

The PRF-25 will be held at the Millennium Hilton Bangkok, Thailand. The contact details of the hotel are as follows:

##### **MILLENNIUM HILTON BANGKOK**

Address: 123 Charoennakorn Road, Klongsan, Bangkok, Thailand

Tel: +66 2 442 2000

URL: The hotel reservation link for the APT participants: [Click](#)

#### 2. PARTICIPATION

APT Members, Associate Members, Affiliate Members, International/Regional Organizations, and Eligible Non-Members can attend the meetings by registering online through the APT Website within the deadline as mentioned in the following section.

For APT Members, Associate Members and International/Regional Organizations, it is kindly requested to send the official list of members in your delegation.

**Participation of Non-Members:** With the discretion of the Chair of PRF and the Secretary General of APT in consultation with the relevant Member Administration as appropriate, Non-Members can attend the meetings 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.

Your administration/organization is kindly requested to register delegates 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 directly sent to the registered delegates prior to the forum.

### 3. REGISTRATION

**Registration for both physical and online participants shall be done at <https://apt.int/content/online-registration> by **16 September 2025**.** Please indicate in the registration form whether your delegate will attend in person or online. **Only the registered participants are entitled to join PRF-25.**

### 4. HOTEL ACCOMMODATION & RESERVATION

**Millennium Hilton Bangkok** is recommended for all participants to stay during the forum. In order to be eligible for the special rates given below, please make your hotel reservation at the earliest possible date or not later than **1 September 2025**. After this date, any remaining blocked rooms will be released and additional room requests will be subject to availability and prevailing rates at the time of booking.

**The hotel reservation link for the APT participants: [Click](#)**

Room Type	Room Rate
Deluxe Room Single/Double/Twin	THB 4,300

*The above room rates are inclusive of 17.7%, prevailing government taxes, service charge, buffet breakfast and internet access.*

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. Other available room types can be viewed via the link provided above for your consideration. The hotel's policy and booking details are provided below for your information.

- All reservations must be guaranteed by a major credit card.
- A one-night cancellation fee applies for cancellations made any time after booking up to 24 hours before the arrival date
- Cancellations made within 24 hours of arrival will incur a 100% cancellation charge
- 100% cancellation charge also applies in the event of a no-show
- Check in at 15:00 hours; check out before 12:00 hours.

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

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

Related information about the meetings and meeting documents will be available at the APT Website at <https://apt.int/Meeting/2025-PRF25>.

APT members who wish to submit contribution on the agenda items should prepare their contribution in Microsoft Word and/or PowerPoint, English version and send it to [aptprf@apt.int](mailto:aptprf@apt.int). **The deadline for submission of contribution(s) is **23 September 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 and other devices with Wi-Fi capability.

## 7. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL

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:

VEHICLE MODEL	PRICE PER UNIT	MAXIMUM CAPACITY
Toyota Camry	THB 2,250 net/ car/ way	3 seats/2 luggage/2 bags
Mercedes Benz E-Class	THB 2,750 net/ car/ way	3 seats/2 luggage/2 bags
Toyota Commuter	THB 2,750 net/ car/ way	7 seats/7 luggage/7 bags

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](mailto: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 PRF-25, 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: [aptrf@apt.int](mailto:aptrf@apt.int)

## 12. MAP OF THE HOTEL

Hotel Address in Thai language:

“โรงแรมมิลเลนเนียม ฮิลตัน กรุงเทพ”

