



## The 26th Meeting of the South Asian Telecommunications Regulators' Council (SATRC-26)

5 – 7 November 2025, Islamabad, Pakistan

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### INFORMATION FOR PARTICIPANTS

The 26th Meeting of the South Asian Telecommunications Regulators' Council (SATRC-26) will be held from 5 to 7 November 2025 in Islamabad, Pakistan. The meeting will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Pakistan Telecommunications Authority (PTA).

The detailed arrangements are as follows:

#### 1. VENUE

The SATRC-26 will be held at the **Islamabad Serena Hotel**. The contact details of the hotel are as follows:

**Islamabad Serena Hotel**

Address: Khayaban-e-Suhrwardy, Opposite Convention Centre, Islamabad 44000,  
Pakistan

Tel: +92 111 133 133

Fax: +92 51 287 1100

Website: <https://www.serenahotels.com/serenaislamabad/en/default.html>

#### 2. PARTICIPATION

All APT Members, Associate Members, Affiliate Members, International/Regional Organizations, and Eligible Non-Members can participate in the meeting by registering online through the APT Website.

Administrations of Members and Associate Members and International/Regional Organizations are requested to send the official list of Delegations for the meeting. If any Affiliate Members are included in the national delegation, please also mention in the List of Delegation.

**Participation of Non-Members:** With the discretion of Secretary General of APT, Non-Members can attend the meeting as an "Observer" by paying a Registration Fee of USD 250 per person in consultation with the relevant Member Administration as appropriate. 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 Meeting. Please contact APT Secretariat for further payment details. The registration fee can be waived for non-member participants from the host country, Pakistan, that are approved by the Pakistan Telecommunications Authority (PTA).

### 3. REGISTRATION

Registration of delegates can be done online at [https://apt.int/Event\\_regis#2025-SATRC26](https://apt.int/Event_regis#2025-SATRC26). **Preferred date to receive the registration by APT Secretariat is 15 October 2025** for making necessary arrangements.

On-site registration and distribution of badges will commence from 08:30 hours on 5 November 2025. Participants are required to bring their passports or other photo identification to receive their badges.

### 4. HOTEL ACCOMMODATION

**Serena Hotel, Islamabad** is recommended for all participants to stay during the events. All participants are required to make room reservation directly with the hotels except for the participants under APT fellowship. The Hotel Reservation Contact is **Mr. Bilal Basharat Hamdani**, Sales Manager; phone: +92-51-2005000 Ext-5009, Mobile: +92 302 2284645 e-mail address: [bilal.hamdani@serena.com.pk](mailto:bilal.hamdani@serena.com.pk) For further assistance, the Local Secretariat can be contacted.

The details of room rates at **Islamabad Serena Hotel** are mentioned below:

Room Type	Room Rate per night	Facilities Information (Complementary)
Deluxe Room (Single)	PKR 48,000 (Approx USD 170) (Inclusive of all taxes and service charges)	<ul style="list-style-type: none"><li>• Airport Transfers by Car</li><li>• Buffet Breakfast at Zamana Restaurant for inhouse guests</li><li>• High speed internet access</li><li>• Fruit basket on arrival day</li><li>• Mini bar (beverages only)</li><li>• S Tel Service</li><li>• Daily local newspaper</li><li>• 01 Large Mineral Water bottle per room, per day</li><li>• Use of Gym and Swimming Pool</li><li>• Early check in and late check out are subject to availability</li><li>• Please advise your preference in terms of smoking/nonsmoking room prior to arrival as smoking in non-smoking rooms is prohibited</li><li>• Rs. 3000+tax will be charged for Double occupancy</li></ul>

The following hotels are **alternative hotels** for participants to stay in during the events. Please contact the hotels directly for rates and reservations.

- **Hotel Heaven Heights** (Website: <https://www.hhh.com.pk/>)
- **Ramada Hotel** (Website: <http://ramadaislamabad.com/>)

- **Islamabad Marriott Hotel** (Website: <https://www.marriott.com/en-us/hotels/isbpk-islamabad-marriott-hotel/overview/>)

## 5. TRANSPORTATION FROM AIRPORT TO THE HOTEL

The Islamabad Serena Hotel is located approximately 35 kms (40 minutes' drive) from Islamabad International Airport.

- The host, PTA will provide pick-up services from the airport to the hotel and return for all participants who advise of their itinerary in advance. Those who may need this assistance are encouraged to register flight details with the local secretariat ([kashif@pta.gov.pk](mailto:kashif@pta.gov.pk)) so that adequate arrangements can be made.
- Alternatively, a taxi service is available. The approximate taxi fare from the airport to the Islamabad Serena Hotel is 4,000 PKR (USD 15 approximately). It is recommended you confirm the price with the driver before you depart.

## 6. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

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

Contributions from APT Members, Associate Members, Affiliate Members, Regional/International Organizations are welcome. You are requested to use the proper document template for your contribution.

Contributions will be posted on APT Website prior to the start of the meeting. Last date of receipt of your contributions by APT Secretariat is **30 October 2025**. To submit contributions and any information on the documentation, please contact: [aptsatrc@apt.int](mailto:aptsatrc@apt.int).

In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available online.

## 7. WIRELESS LAN

Internet Access over the wireless network will be available during the Meeting. Participants who wish to utilize wireless facilities are kindly requested to bring their own laptop computers with Wi-Fi capability.

## 8. VISA AND IMMIGRATION INFORMATION

**Please check with your travel agents the appropriate visas and documentation necessary for your entry into Pakistan.**

All foreigners coming to Pakistan need a valid passport with a minimum validity of six months beyond the period of stay. Participants are requested to contact Pakistan embassy in their country and ensure that they possess visa for the period of stay in Pakistan. For more information about the countries list and Visa info please click here for Visa Category or follow the link below:

URL: <https://visa.nadra.gov.pk/how-to-apply/>

For Visa Facilitation letter, contact points given at the end of this document may be contacted with following documents:

- Recent photograph
- Copy of Passport (six month validity is required)
- Exact Name, designation, organization, email, contact number

## **9. INSURANCE**

APT will not bear any cost of insurance for participants, any medical expenses or any other expenses. APT, therefore, requests participants to make necessary arrangements for insurance and medical coverage before their 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.

More details on APT Code of Conduct are available at:

<https://www.appt.int/sites/default/files/Upload-files/GA-MC-DOCS/APT-Code-of-Conduct.pdf>

## **11. PRACTICAL INFORMATION**

### **About Islamabad:**

Combining a rich history, the confluence of many a civilization and temperate climate, Islamabad - the capital city of Pakistan, is one of the most beautiful cities in the South Asian region. Wide, tree-lined streets adorn the various sectors and zones of the city, making it accessible and spectacular. Administratively, the city is located within the Islamabad Capital Territory, which is federally controlled, even though historically Islamabad has been a part of the Punjab province; more specifically the Potohar Plateau. The city was built between 1960 - 1970 to replace Karachi as the capital. It has a population of 2 million and together with its neighbouring twin city of Rawalpindi, the greater Islamabad-Rawalpindi metropolitan area is the third largest in Pakistan with a population of over 4.5 million inhabitants.

Following website contains useful information about Islamabad:  
[www.cda.gov.pk/public/aboutIslamabad](http://www.cda.gov.pk/public/aboutIslamabad)

### **Weather:**

The month of November falls at the start of winter season with cool temperatures ranging between 24-28 celcius in daytime and 9-13 celcius in night. It is recommended to bring some warm stuff in order to stay comfortable at night in the open space.

### **Dress:**

The dress in public places is usually modest and casual.

**Language:**

Urdu is the national language, but English is widely spoken and understood in the city.

**Time Zone:**

Pakistan is GMT/UTC +5.

**Banks & Currency:**

The Pakistani currency unit is Rupee. It is recommended that participants may keep some US Dollars in cash for expenses in Islamabad. However, larger shops and hotels accept credit cards, mostly VISA, MasterCard and American Express. Bank hours are from 9am to 5pm Monday to Thursday, 9am to 12:30pm & 2:30pm to 5:30pm on Fridays. Bargaining is expected in street markets and small stores. The current exchange rate is USD 1 = 285 PKR (as per the National Bank website). Open market currency rates may slightly differ.

**Electricity:**

Electrical current is 230 volts, 50Hz. Round two- or three-pin plugs are used. For other types of plug's converters are easily available in the market.

**12. CONTACT INFORMATION**

<p><b><u>APT Secretariat</u></b>            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></p> <p>Mr. Forhadul Parvez            Programme Officer            E-mail: <a href="mailto:parvez@apt.int">parvez@apt.int</a></p>	<p><b><u>Local Secretariat</u></b>            Pakistan Telecommunication Authority            (PTA)            PTA Headquarters, Sector F-5/1, Islamabad            Cell: +92-334-5364446            Tel: +92-51-2878125            Fax: +92-51-2878120</p> <p>Mr. Kashif Elahi Bhatti            Director (Int'l Trainings &amp; Liaison), PTA            E-mail: <a href="mailto:kashif@pta.gov.pk">kashif@pta.gov.pk</a></p>
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