The 49th Session of the Management Committee of the APT (MC-49)
9 to 12 December 2025, Bangkok, Thailand

Seminar on Progress in APT for the year 2025 (SPA-2025)
8 December 2025, Bangkok, Thailand

INFORMATION FOR PARTICIPANTS

The 49th Session of the Management Committee of the APT (MC-49) will be held with physical attendance as well as virtual/online participation through APT Zoom meeting platform (i.e., hybrid meeting) from 9 to 12 December 2025. The MC-49 will be preceded by the Seminar on Progress in APT for the year 2025 (SPA-2025) on 8 December 2025 (hybrid meeting). The events will be hosted by the Ministry of Digital Economy and Society, Thailand.

The detailed arrangements are as follows:

1. VENUE

The MC-49 and SPA-2025 will be held at the Bangkok Marriott Marquis Queen's Park. The contact details of the hotel are as follows:

Bangkok Marriott Marquis Queen's Park
Address: 199 Sukhumvit Road Soi 22, Khlongton, Khlongtoel, Bangkok 10110, Thailand

Hotel website: https://shorturl.at/pK80t
**For hotel reservations, please refer to Section 4: Hotel Accommodation and Reservation for detailed information and reservation procedures.*

2. LETTER OF NOMINATION FOR ATTENDING MC-49

According to the Rules of Procedure of the MC, each Member and Associate Member shall be represented at the MC by a nominated representative. The nomination shall be made in writing to the Secretary General by an official at **an appropriate level representing a Member or an Associate Member**. The representative may be accompanied to the meeting by alternate representatives and advisers.

An Affiliate Member may participate in the deliberations of the Management Committee as an observer.

According to Rule 8 of the Rules of Procedure of the MC, the letter of nomination of representative(s) should be deposited with the Secretary General.

The letter of nomination for the MC-49 should be received by the APT Secretariat before the relevant meeting starts. They should be addressed to:

Secretary General
Asia-Pacific Telecommunity
12/49 Soi 5, Chaeng Watthana Road,
Thungsonghong, Lak Si
Bangkok 10210, Thailand

Please send the copy of the nomination letter by email to aptgamc@apt.int or by fax to +662 573-7479 preferably by **11 November 2025** to make necessary arrangements. The original nomination letter should be received by the APT Secretariat before **9 December 2025**. **It can also be delivered by your representative at the meeting venue.**

3. REGISTRATION AND NAME BADGES

Online registration can be made at https://apt.int//content/online-registration, and please advise the APT of your representative(s) by email to aptgamc@apt.int or by fax to +662 5737479, preferably by **11 November 2025** to make necessary arrangement.

Please be advised that the name of the online registration should be listed on the Letter of Nomination mentioned above, otherwise such an online registration would be considered invalid.

In case online registration cannot be done, please send the name of the representative(s) by e-mail to aptgamc@apt.int or fax to +662 5737479, preferably by **11 November 2025**.

Time to join the meeting for virtual/online participation

- Participants are encouraged to log in 30 minutes before starting of the meeting to get clearance of the attendance of the meeting as well as to test the quality of connection, especially audio and video.

- After log-in, all participants will be directed to a waiting room before accepting to join the meeting. Only representatives who are registered as well as listed in the Letter of Nomination will be allowed to enter the APT-Zoom meeting for MC-49.

On-site registration and distribution of badges for physical attendance

On-site registration and distribution of badges will commence from 08:30 hrs. on Tuesday 9 December 2025 for the MC-49 and from 08:30 hrs. on Monday 8 December 2025 for the SPA-25. The registration desk will be located outside the meeting room.

4. HOTEL ACCOMMODATION AND RESERVATION

Bangkok Marriott Marquis Queen's Park 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 **21 November 2025**. The Bangkok Marriott Marquis Queen's Park has created hotel reservation online for this meeting.

Please make your hotel reservation online via the link provided below. The hotel's cancellation and no-show policy is also available through the same link.

Please click 👉 **Book your group rate for APT Accommodation**

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

Room Type	Room Rate
Deluxe Room (Single Occupancy)	THB 3,800
Deluxe Room (Double Occupancy)	THB 4,300

- Rates are quoted in Thai Baht (THB) per room per night
- Rates are inclusive of 10% service charge and prevailing Government Tax (currently 7%) in effect at the time of check-out
- Rates are inclusive of 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. All bookings must be secured by a major credit card. The hotel booking conditions are as follows:

- All individual reservations must be accompanied by a first night room deposit or guaranteed with a major credit card upon making reservation.
- Cancellation policy: 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.
- In case of No Show, the hotel will charge the full amount of your reservation.
- 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 21 November 2025.

5. DOCUMENTS AND INTERNET FACILITIES

All meeting documents for the MC-49 will be posted on the website at: https://apt.int/Meeting/2025-MC49.

Should any delegation wish to submit documents to the meeting, please contact the APT Secretariat at aptgamc@apt.int.

According to Rule 14 of the Rules of Procedure of the Management Committee of the Asia-Pacific Telecommunity, any Member who wishes to introduce a new proposal during the session should provide a written proposal to the meeting through the Secretary General at least 24 hours before the discussion, unless the Management Committee decides otherwise.

Meeting documents for the SPA-25 will be posted on the website at https://apt.int/Meeting/2025-SPA.

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.

6. 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:

1. 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.

2. Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.

3. Hotel Limousine (HOTEL/Suvarnabhumi Airport/HOTEL - One Way):
   For hotel limousine bookings, please contact Athitiya.Thongprasert@marriotthotels.com

   - Toyota Camry THB 1,800 net per car per way
   - Benz E-Class THB 2,800 net per car per way
   - Toyota van commuter THB 2,800 net per van per way

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

7. VISA AND IMMIGRATION

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.

If you require a visa support letter from the APT, please contact us at aptadmin@apt.int and provide a scanned copy of your passport to facilitate the preparation of the letter.

8. SOCIAL FUNCTIONS

Dinner Reception:
All participants are cordially invited to attend the following dinner receptions:

- Monday 8 December 2025: P.R. China's Reception
- Tuesday 9 December 2025: Host Country (Thailand) Reception
- Wednesday 10 December 2025: Japan's Reception

Details of the venue and time will be announced at a later date.

9. PERSONAL AND MEDICAL INSURANCE

APT and the host country will not bear any cost of insurance for delegates, medical expenses, or any other related expenses. It is therefore requested that all delegates make the necessary arrangements for insurance and medical coverage before their travel into Thailand.

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://apt.int/sites/default/files/file_tag/2023/11/APT-Code-of-Conduct.pdf

11. CONTACT INFORMATION

APT Secretariat

Asia-Pacific Telecommunity
12/49, Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand
Tel: + 66 2 573 0044
Fax: +66 2 573 7479
Email: aptgamc@apt.int

12. MAP OF THE HOTEL

Hotel name in Thai language:

“โรงแรมแบงค็อก แมริออท มาร์คีส์ ควีนส์ปาร์ค”

Address in Thai: 199 สุขุมวิท ซอย 22 คลองตัน คลองเตย, กรุงเทพ

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.*