



**The 4th Meeting of the APT Preparatory Group for
The ITU Plenipotentiary Conference 2026 (APT PP26-4)**

15 – 19 June 2026, Kuala Lumpur, Malaysia



INFORMATION FOR PARTICIPANTS

The 4th Meeting of the APT Preparatory Group for the ITU Plenipotentiary Conference 2026 (APT PP26-4) is scheduled to be held from 15 to 19 June 2026 in Kuala Lumpur, Malaysia via physical meeting with remote participation modality. The meeting will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Communications, Malaysia.

Please find the following information for the convenience of participants.

1. MEETING VENUE

The APT PP26-4 will be held at the Grand Hyatt Kuala Lumpur. The contact details of the hotel are as follows:

GRAND HYATT KUALA LUMPUR

No. 12, Jalan Pinang, 50450 Kuala Lumpur, Malaysia

Tel: +603 2182 1234

Fax: +603 2182 1288

Email: nurhafizah.ibrahim@hyatt.com

Website: <https://www.hyatt.com/grand-hyatt/en-US/kuagh-grand-hyatt-kuala-lumpur>

2. PARTICIPATION

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

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

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.

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

3. REGISTRATION

For both physical and online attendance, registration can be done online at <https://apt.int//content/online-registration> by **1 June 2026** for making necessary arrangements. Please indicate the mode of delegates' participation in the online registration form. **Only registered participants are entitled to attend the meeting.**

4. HOTEL ACCOMMODATION AND RESERVATION

GRAND HYATT KUALA LUMPUR is the recommended venue for all participants to stay at during the meeting. In order to be eligible for the special rates given below, please make your hotel booking at the earliest possible date and not later than **Friday, 15 May 2026**.

Grand Hyatt Kuala Lumpur has created an online hotel reservation. Please use the hotel reservation link below to make a hotel reservation:

[Asia-Pacific Telecommunity Meeting Reservation Link \(14-20 June 2026\)](#)

For any enquiries or bookings outside of these dates, you may contact Ms. Hafizah at nurhafizah.ibrahim@hyatt.com.

Room Type	Single Rate	Double Rate
Grand Room	MYR 700.00+	MYR 770.00+
Deluxe Room	MYR 880.00+	MYR 990.00+

IMPORTANT NOTE:

All rates quoted are subject to prevailing government taxes. Tourism Tax of MYR 10.00nett flat rate per room per night will be imposed on all foreign guests with exemption to Malaysian citizen and permanent residents of Malaysia. Prevailing government taxes include 8% Service Tax on all charges, effective 01 March 2024.

The above room rates include one (1) / two (2) American buffet breakfast served in the THIRTY8 and Internet access in-room.

Extra beds are available on complimentary basis for children under the age of 12 years old; otherwise, supplement charges of MYR 160.00+ per night will be applied. Breakfast is included.

Check-in/Check-out Time

- **Check-in time** is 3:00 pm on the day of arrival. Check-in time for group arrivals start from 3.00 pm onwards (subject to availability). Guests arriving prior to this time will be allocated rooms as soon as they become available. For all early check-ins, we strongly recommend that rooms are reserved and paid for the night before in order to guarantee early check-in.

- **Check-out time** is 12:00 pm. Late check-out requests must be made at the time of reservation and are (strictly) subject to availability. Where permitted, late check-out until 6:00 pm may be granted depending on the hotel's availability (and will incur additional charges). Check-out after 6:00 pm will automatically incur the full contracted group room rate, (without exception.)

Cancellation and Penalty Policy:

- All bookings must be secured by a major credit card.
- Due to the limited availability of rooms, the Host is not able to guarantee hotel reservation or special rates after the closing date: **Friday, 15 May 2026.**

BOOKING CONDITION:

- The exclusive group rate offer is specifically valid in accordance with the contracted block detailed above. Any additional rooms required beyond this block will be subject to availability and charged at the prevailing rates of the day. To secure availability, we highly recommend reserving an advanced room block with an ample number of rooms for the group throughout the contract period.

ALTERNATIVE ACCOMMODATIONS

a. Impiana KLCC Hotel (1-minute walk from Grand Hyatt Kuala Lumpur)

Address: No. 13, Jalan Pinang, 50450 Kuala Lumpur, Malaysia

Tel: +603-2147 1111

Email: reservation.iklcc@impianaklcc.com.my

Website: <https://impianaklcc.com.my/>

b. Novotel Kuala Lumpur City Centre (6-minute walk from Grand Hyatt Kuala Lumpur)

Address: No. 2, Jalan Kia Peng, 50450 Kuala Lumpur, Malaysia

Tel: +603-2147 0888

Email: H6324@accor.com

Website: <https://all.accor.com/hotel/6324/index.en.shtml>

5. HOSTING OF RECEPTION

APT Members interested in hosting a reception during APT PP26-4 are kindly requested to register their interest by contacting APT Secretariat at aptp@apt.int.

6. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINES

Related information about the meetings and provisional meeting documents will be available at the APT Website: <https://apt.int/Meeting/2026-PP26-4>.

APT Members 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 a proper template

provided by the APT Secretariat and send it to aptp@apt.int. APT Associate Members and Affiliate Members, based on the agreement with the corresponding APT Members, can submit Input contribution to the meeting, otherwise it will be treated as Information document. International/Regional organizations, having interests in APT PP-26, are welcome to submit Information document to the meeting.

The firm deadline for the submission of contribution(s) is **5 June 2026**. However, Members are encouraged to submit their contributions, preferably at least two weeks before the meeting, by **1 June 2026**, to facilitate effective preparation. The template is available on the APT website.

7. 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

8. WIRELESS LAN

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

9. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL

Grand Hyatt Kuala Lumpur is located approximately 60 km from Kuala Lumpur International Airport, with an estimated travel time of about one (1) hour by car, subject to traffic conditions. For direct transportation to the hotel, participants can explore the following options:

a. Airport Taxi

Airport taxi operates through a coupon system that can be purchased at the respective counters. The charges start from a minimum of MYR32.00 and are fixed based on the desired destinations. Coupons can be purchased from counters at:

Terminal 1:

- Domestic Arrival, Level 3 or International Baggage Reclaim, Level 3
- More information: <https://airports.malaysiaairports.com.my/en/klia1/air-travel/public-transport>.

Terminal 2:

- Transport Hub, Level 1, Gateway Shopping Mall
- More information: <https://airports.malaysiaairports.com.my/en/klia2/air-travel/public-transport>.

b. e-Hailing Ride Service: Grab/ AirAsia Move

The prominent e-hailing ride in Malaysia is Grab/AirAsia Move. Booking transportation by:

- Step 1: Download the application and tap the icon.
- Step 2: Choose your payment method (cash/ credit/ debit).
- Step 3: Choose your pick-up/ drop-off point.
- Step 4: Wait for your driver's arrival.

The designated pickup points for e-hailing rides at the airports can be found at:

- Terminal 1: Door 3 & 4, Level 1
- Terminal 2: Door 5, Level 1 (Transportation Hub)

c. Metered City Taxi

There are taxi stands placed outside most airports and major hotels, and taxis can also be flagged down from the street. All taxis are metered, and the flag-down fare for budget taxis in the Klang Valley area starts from MYR3.00 (USD0.70 approx.) for the first two (2) kilometres and then MYR1.25 (USD0.30 approx.) for every following kilometre.

10. INSURANCE AND MEDICAL EMERGENCIES

Due to the procedural difficulties and budgetary constraints, the APT and the host will not be able to bear the cost of insurance for the participants, any medical expenses or any other expenses. The APT Secretariat, therefore, request your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before traveling to Thailand.

11. VISA AND IMMIGRATION INFORMATION

Malaysia's visa requirements vary depending on your nationality. To determine whether you need a visa and what the specific requirements are, please check the official Malaysian Immigration Department visa information and services portal here: <https://malaysiavisa.imi.gov.my/>.

For accurate and up-to-date entry requirements based on your passport and travel purpose, contact the nearest Malaysian Embassy, High Commission, or Consulate in your country well in advance of your trip.

If you require a visa support letter, please contact Mr. Mohd Akmal Radzuan at akmalradzuan@komunikasi.gov.my and provide a scanned copy of your passport to facilitate the preparation of the letter.

12. PRE-ARRIVAL REQUIREMENT FOR FOREIGNERS: MALAYSIA DIGITAL ARRIVAL CARD (MDAC)

All foreign travelers must complete the Malaysia Digital Arrival Card (MDAC) within three (3) days prior to their scheduled arrival in Malaysia. You may check the requirements and register at <https://imigresen-online.imi.gov.my/mdac/main>.

13. PRACTICAL INFORMATION

Malaysia is a beautifully complex vacation destination; a land where ancient rainforests give way to multicultural city life. Capital city Kuala Lumpur is visually defined by the iconic Petronas Twin Towers. Kuala Lumpur is the federal capital and most populous city in Malaysia. Literally meaning "muddy river confluence" in Malay, Kuala Lumpur has grown from a small sleepy Chinese tin-mining village to a bustling metropolis of around 6.5 million (city-proper population of 1.8 million) in just 150 years. The city covers an area of 243 km² (94 sq mi) and has an estimated population of 1.9 million. Greater Kuala Lumpur, also known as the Klang Valley, is an urban agglomeration of 7.2 million people.

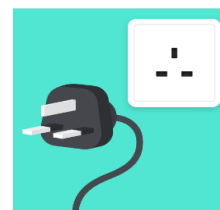
It is among the fastest-growing metropolitan regions in terms of population and economy. Kuala Lumpur is the seat of the Parliament of Malaysia. The official residence of the Malaysian King, the Istana Negara, is also situated in Kuala Lumpur. Kuala Lumpur is the cultural, financial, and economic centre of Malaysia due to its position as the capital as well as being a key city. More information about Malaysia as your dream destination is available here: <https://www.tourism.gov.my/> and [Malaysia Truly Asia](#).

Weather: In June 2026, Kuala Lumpur, Malaysia, will experience hot and humid weather with average temperatures around 27°C to 29°C. Daily highs typically reach 32°C to 33°C, while nightly lows drop to 23°C.

Time Zone: GMT +8 hours.

Banks & Currency: The unit of Malaysian currency is the Malaysian Ringgit (MYR). The exchange rate as of February 2026 is MYR3.90 to USD 1.

Electricity: 220 Volt, 50 Hz. Electrical sockets (outlets) in Malaysia are the "Type G" British BS-1363 type. Please bring the accurate adapter for your equipment. The host will not be providing the universal adapters.



14. MAP OF THE HOTEL

For a map of Grand Hyatt Kuala Lumpur, please click this link: <https://www.hyatt.com/grand-hyatt/en-US/kuagh-grand-hyatt-kuala-lumpur>.

15. CONTACT INFORMATION

For any further information about the APT PP26-4, please contact:

APT Secretariat	
Asia-Pacific Telecommunity (APT) 12/49 Soi 5 Chaeng Watthana Road Bangkok 10210, Thailand Phone: +66 2 573 0044 Fax: +66 2 573 7479 Email: aptp@apt.int	
Host Country	
Mr. Mohd <u>Akmal</u> Radzuan Ministry of Communications Persiaran Perdana, Presint 4 62100 Putrajaya, Malaysia Phone: +60 3 8911 7521 Email: akmalradzuan@komunikasi.gov.my	Ms. <u>Irdina</u> Zafirah Azhar Malaysian Communications and Multimedia Commission Jalan Impact, Cyber 6 63000 Cyberjaya, Selangor, Malaysia Phone: +60 3 8688 7453 Email: rmad.group@mcmc.gov.my