The Preparatory Meeting for the 17th Session of the General Assembly of the APT
13 December 2026, Phnom Penh, Cambodia

The 17th Session of the General Assembly of the APT
14-15 December 2026, Phnom Penh, Cambodia

The 50th Session of the Management Committee of the APT
16-18 December 2026, Phnom Penh, Cambodia

INFORMATION FOR PARTICIPANTS

The 17th Session of the General Assembly of the Asia-Pacific Telecommunity (GA-17) and the 50th Session of the Management Committee of the Asia-Pacific Telecommunity (MC-50) will be held from 14 to 15 December 2026 and 16 to 18 December 2026, respectively, in Phnom Penh, Cambodia. The GA-17 and MC-50 will be preceded by the Preparatory Meeting for the 17th Session of the General Assembly of the APT (GA-17 Prep) on 13 December 2026. The GA-17 Prep, GA-17 and MC-50 will be conducted as physical meeting with remote participation modality. The meetings are organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Post and Telecommunications, Cambodia.

The detailed arrangements are as follows:

1. VENUE

The GA-17 Prep, GA-17 and MC-50 will be held at Shangri-La Phnom Penh Hotel, Phnom Penh, Cambodia. The contact details of the hotel are as follows:

Shangri-La Phnom Penh Hotel
Address: Village No 14, Sam Dach Hun Sen Road, Tonle Bassac Commune, Chamkarmorn District, Phnom Penh 120101 Cambodia
Tel: (+855) 23 913 888
Email: phnompenh@shangri-la.com
Website https://www.shangri-la.com/phnompenh/shangrila/

2. MEETING PLATFORM FOR VIRTUAL/ONLINE PARTICIPATION

The GA17-Prep, GA-17 and MC-50 will also be organized virtually by using APT Zoom Meeting. The Introduction to APT Zoom Meeting is attached. Detailed information to access the virtual meeting will be sent directly to registered participants in due course.

3. LETTER OF CREDENTIALS FOR ATTENDING GA-17

According to the Rules of Procedure of the GA, each Member and Associate Member at the General Assembly shall be represented by an accredited representative. For participation in the GA, representatives should be authorized by a letter of credentials signed by a competent Government authority. A representative may be accompanied to the session of the GA by alternate representatives and advisers.

An Affiliate Member may participate in the deliberations of the General Assembly as an observer.

According to Rule 11 of the Rules of Procedure of the GA, the letter of credentials of representative(s) should be deposited with the Secretary General.

4. LETTER OF NOMINATION FOR ATTENDING MC-50

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 credential and letter of nomination for the GA-17 and MC-50 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 letters **by email to aptgamc@apt.int or by fax to +662 573-7479** preferably by **16 November 2026** to make necessary arrangements. The original credential letter and nomination letter should be received by the APT Secretariat before **14 December 2026**. **It can also be delivered by your representative at the meeting venue.**

5. REGISTRATION AND NAME BADGES

Registration of delegates can be done online at http://www.apt.int/content/online-registration. **Preferred date to receive your registration by APT Secretariat is 2 November 2026 for making necessary arrangements.**

Please be advised that the name of the online registration should be listed on the Letter of Credential and 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 **2 November 2026**.

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 Credential and the Letter of Nomination will be allowed to enter the APT-Zoom meeting.

On-site registration and distribution of badges for physical attendance

On-site registration and distribution of badges will commence from 08:30 hrs. on Sunday 13 December 2026 for the GA-17 Prep, from 08:30 hrs. on Monday 14 December 2026 for the GA-17 and from 08:30 hrs. on Wednesday 16 December 2026 for the MC-50. The registration desk will be located outside the meeting room. Participants are required to bring their passports or other photo identification to receive their badges.

6. HOTEL ACCOMMODATION AND RESERVATION

VENUE HOTEL: Shangri-La Phnom Penh

Shangri-La Phnom Penh, located at the heart of the city, with dining establishments, such as Altitude, Cambodia's highest sky bar and Shang Palace, a heritage Cantonese brand.

To secure the special rate listed below, please submit your reservation request via email to Povborany.him@shangri-la.com, copy to the International Cooperation Department at international@mptc.gov.kh. Kindly specify in your email that you are attending the event hosted by the Ministry of Post and Telecommunications.

Room Type	Room Rate	
	Single	Double
Deluxe City View Room	125USD	145 USD
Deluxe River View Room	135 USD	155 USD
Horizon Club City View Room	175 USD	195 USD
Horizon Club River View Room	185 USD	205 USD
Executive Suite City View Room	275 USD	295 USD
Executive Suite River View Room	300 USD	320 USD

- Rates are included of 7% Service Charge, 2% Accommodation Tax, 10% VAT, a total of 20.05%.
- Rates are per room per night, and quoted in USD.
- Rates are including single/double daily breakfasts based on registered number of guests.
- Inclusive of complimentary Wi-Fi access
- Rates will be available for three (3) days prior to **12 December 2026** and after **18 December 2026,** subject to room availability

ALTERNATIVE HOTELS:

The Snowbell Hotel & Spa (https://isnowbell.com/)

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 **13 November 2026**.

To secure the special rate listed below, please submit your reservation request via email to reservations.snowbell@gmail.com, copy to the International Cooperation Department at international@mptc.gov.kh. Kindly specify in your email that you are attending the event hosted by the Ministry of Post and Telecommunications.

Room Type	Room Rate
Deluxe (Double/Twin)	42.5 USD
Landmark (Double/Twin)	50.5 USD
Jr. Suite (Double)	55.5 USD
Executive Suite (King Size)	60.5 USD

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. The booking conditions are as follows:

- All reservations are subject to room availability and confirmation by the hotel.
- Guests are advised to provide valid payment details, as required by the hotel, in order to guarantee their reservation.
- Cancellation, amendment, no-show, and refund conditions shall be subject to the hotel's applicable policy and the terms of the confirmed reservation.
- Advance reservation is required. Last-minute bookings are subject to room availability.
- Early check-in and late check-out are subject to room availability and prior confirmation by the hotel. Additional charges may apply.

CHECK-IN / CHECK-OUT TIME

- Check-in: From 14:00 hrs on the day of arrival.
- Check-out: By 12:00 hrs (noon) on the day of departure.
- Guests requiring an early check-in are advised to contact the hotel in advance. To ensure immediate room availability for an early arrival, guests may consider reserving the room from the night before arrival.
- Late check-out may be arranged subject to room availability and prior approval by the hotel. Applicable charges, if any, shall be determined by the hotel.

All bookings must be secured by a major credit card.

Palace Gate Hotel & Resort by EHM

Address: #44, Sothearos Blvd (Corner Street 240), Chey Chumneas, Daun Penh, Phnom Penh, Cambodia
Tel: +855 23 900 011
Website https://palacegatepp.com/

To secure the special rate listed below, please submit your reservation request via email to sm1@palacegatepp.com, copy to the International Cooperation Department at international@mptc.gov.kh. Kindly specify in your email that you are attending the event hosted by the Ministry of Post and Telecommunications.

Room Type	Room Size	Room Rate
Apsara Deluxe (King bed only)	32 sqm	95 USD
Royal Deluxe (King or 2 x Twin beds)	45 sqm	95 USD
Royal Deluxe with View (King or 2 x Twin beds) – Pool, River, Palace	45 sqm	115 USD
Royal Suite Balcony (King or 2 x Twin beds)	45 sqm	105 USD
Royal Suite Balcony with View (King or 2 x Twin beds) – Pool view only	45 sqm	125 USD

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. The booking conditions are as follows:

- Rates are quoted in US Dollars, non-commissionable per room per night and inclusive of the applicable 7% service charge plus 2% accommodation tax plus 10% VAT. In the event of a change in the government tax or service charge or introduction of additional taxes, all contracts will be adjusted accordingly.
- All room reservations and rates are subject to availability and written confirmation via email. King (Double), Twin and Triple bedding preference subject to availability of room category at time of check-in. Every effort will be made to accommodate the request for the specific bed-type subject to availability of preferred category.

Due to the limited availability of rooms, the host and APT Secretariat may not be able to guarantee hotel reservation and special rates above after 13 November 2026.

7. DOCUMENTS AND INTERNET FACILITIES

All meeting documents for the GA-17 and MC-50 will be posted on the website at: https://apt.int/Meeting/2026-GA17 and https://apt.int/Meeting/2026-MC50 .

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

According to Rule 16 of the Rules of Procedure of the General Assembly 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 General Assembly decides otherwise.

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 GA-17 Preparatory will be posted on the website at https://apt.int/Meeting/2026-GA17-Prep .

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.

8. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL:

Physical participants are kindly requested to arrange their own transportation from Techo International Airport (KTI), Cambodia, to their respective hotels in Phnom Penh. For further information on transportation services available at the airport, please visit the official website of Techo International Airport: https://www.techoairport.com.kh/transportation

For your general information, the following transportation options are available from Techo International Airport to Phnom Penh city:

- **Airport Taxi Service:** Official taxi services are available at the terminal exit. Participants are advised to use authorized airport taxis or to make arrangements through the official transportation counter. The fare depends on the destination and should be confirmed with the service provider before departure.
- **Ride-Hailing Services:** App-based transportation services, including Grab, PassApp, and other authorized providers, are available at the airport. Participants may book a vehicle through the relevant mobile application and proceed to the designated pick-up area as instructed by the application or airport staff.
- **Airport Express Bus:** The Airport Express Bus, operated by Phnom Penh City Bus, provides transportation between Techo International Airport and Phnom Penh city. The service operates daily from 05:30 to 23:30. Participants are encouraged to check the latest route, stop locations, timetable, and fare information upon arrival or through the official airport website.
  Hotel Transfer Service: Participants are encouraged to contact their respective hotels in advance to inquire about airport pick-up or private transfer services. Where available, hotel transfer arrangements may offer additional convenience, particularly for participants arriving late at night or travelling with substantial luggage.

The travel time from Techo International Airport to central Phnom Penh generally ranges from approximately 45 to 90 minutes, depending on the location of the hotel and traffic conditions. Participants are therefore advised to allow sufficient travel time, especially during peak traffic hours.

9. VISA AND IMMIGRATION INFORMATION

For e-visa eligible countries, e-visa can be applied at: https://www.evisa.gov.kh/. Delegates are also advised to consult the Visa Exemption List: https://go.gov.kh/mptc/visaexemptionlist for further reference.

For Visa and Immigration information, delegates must be in possession of a valid passport or travel document with minimum validity term of six months beyond the period of stay and need to check VISA requirements before entering the country.

If you require a visa supporting letter from MPTC, please contact: international@mptc.gov.kh and CC: sokkhoun-toun@mptc.gov.kh and aptgamc@apt.int.

10. 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 Cambodia.

11. 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

12. PRACTICAL INFORMATION

Phnom Penh is Cambodia's capital city and a major tourist destination. Located at the confluence of the Mekong, Tonlé Sap, and Bassac Rivers, it combines Khmer history, culture, religion, modern development, and local life.

Major attractions include the Royal Palace, Silver Pagoda, Wat Phnom, Independence Monument, National Museum of Cambodia, Tuol Sleng Genocide Museum, and Choeung Ek Genocidal Center. Visitors can also enjoy the riverside atmosphere at Sisowath Quay, with its restaurants, cafés, views of the Mekong River, and evening activities.

The city offers many shopping opportunities, including Central Market, Russian Market, Olympic Market, Aeon Mall Phnom Penh, and local night markets. These places sell souvenirs, handicrafts, clothing, jewelry, local food, and Cambodian products.

** Source: Ministry of Tourism, Cambodia*

Weather: Average temperature in December is between 25 and 35 degrees Celsius.
Time Zone: GMT + 7 hours.
Banks & Currency: The unit of Cambodian currency is the Cambodian Riel (KHR). The exchange rate as of 3rd September 2026 is 1 USD = 4041.4 KHR.
Electricity: Cambodia uses 230V electricity at 50Hz. Multi-standard universal sockets are available for delegations to charge electronic devices using a range of international plug types

(Mostly Type A, B, C, F & G); however, visitors are advised to bring a travel adaptor where possible.)







13. CONTACT INFORMATION:

Local Secretariat

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