



The 37th Meeting of the APT Wireless Group (AWG-37)

7 – 11 September 2026, Dhaka, Bangladesh

INFORMATION FOR PARTICIPANTS

The 37th Meeting of the APT Wireless Group (AWG-37) is scheduled to be held from 7 to 11 September 2026 in Dhaka, Bangladesh. The Plenary Sessions will be conducted as Physical Meeting with Remote Participation and the Non-Plenary Sessions will be conducted as Fully Virtual modality. The meeting will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Bangladesh Telecommunication Regulatory Commission (BTRC).

In addition, to provide a comprehensive overview and to facilitate the updating of APT Member's information in the APT Frequency Information System (AFIS), a training session will be conducted in physical mode from 5 to 6 September 2026, back-to-back with AWG-37. APT would also like to encourage the in-person participation of relevant officials from APT Members in this training session.

Please find the following information for the convenience of participants:

1. MEETING VENUE

The AWG-37 and AFIS Training will be held at the **Radisson Blu Water Garden Hotel** in Dhaka, Bangladesh. The contact details of the hotel are as follows:

Address: Airport Road, Dhaka Cantonment, Dhaka 1206, Bangladesh

Tel: +880 2 9834555

Fax: +880 2 9834554

Email: reservations.dhaka@radisson.com

Website: www.radissonhotels.com/en-us/hotels/radisson-blu-dhaka

2. PARTICIPATION

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

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 AWG and the Secretary General of APT in consultation with the relevant Member Administration as appropriate, Non-Members can attend the meeting as an “Observer” by paying a Registration Fee of USD 500 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 meeting. Please contact APT Secretariat for further payment details.

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 remotely.

3. REGISTRATION

For both physical and remote participation in AWG-37, registration shall be done online at <https://apt.int/content/online-registration> by **24 August 2026** for making necessary arrangements. Please indicate in the registration form whether your delegate will attend in person or virtually. **Only the registered participants are entitled to attend the meeting.**

For the APT Frequency Information System (AFIS), a training session will be conducted in **physical mode** from 5 to 6 September 2026, back-to-back with AWG-37. Participants who are interested in attending this training session are kindly requested to inform the APT Secretariat at aptawg@apt.int by **24 August 2026** to facilitate the necessary arrangements.

4. HOTEL ACCOMMODATION RATE & RESERVATION

i) Radisson Blu Water Garden Hotel, Dhaka

Address: Airport Road, Dhaka Cantonment, Dhaka-1206, Bangladesh

Contact Person: Hasan Mehide Joy

Phone: +880 1713038558

Email: sales2.dhaka@radisson.com

URL: www.radissonhotels.com/en-us/hotels/radisson-blu-dhaka

Room Type	Room Rate/Night (NET)		Reservation Details
	Single	Double/Twin	
Superior Room	USD 120	USD 140	- Booking via email (sales2.dhaka@radisson.com) with detailed information of the guest as per Annex-A - Booking via WhatsApp [+880 1713-038558] with detailed information of the guest as per Annex-A
Deluxe Room	USD 140	USD 160	

Note:

- All the rates quoted are inclusive of 12.5% Service Charge and 15% VAT (Calculated on a compound basis and actual Service Charge and VAT is 29.375%). If for any reason the government duty structure changes and or the government impose additional supplementary duties / taxes on hotel services then the new structure will be applicable with the quoted rates.
- **Deadline for booking at discounted price: 22 Aug 2026**
- Superior rooms include the following facilities:
 - Buffet Breakfast at Water Garden Brasserie
 - Use of internet facilities at the rooms and public areas
 - Use of Health Club facilities (Except Spa)
 - Tea/Coffee making facilities in the rooms
 - 01 liter of water in the room

ii) Crowne Plaza Dhaka Gulshan

Address: 6/A North Avenue, Commercial Area, Gulshan-2, Dhaka-1212, Bangladesh

Contact Person: Md. Salah Uddin

Phone: +88 01966662147

Email: md.salahuddin@ihg.com

URL: www.crowneplaza.com/dhakagulshan

Room Type	Room Rate/Night (NET)		Reservation Details/Link
	Single	Double/Twin	
Standard King Room	USD 100	USD 120	Hotel reservation link

Note:

- All Rates included 12.50% service charge, + 15% VAT+, which is calculated on a compound basis (26.5%) & is required to be paid in local currency (BDT) except room charges. For the room charges additionally 1.5% City Tax will be applicable which is calculated on a compound basis (31.10%)
- **Deadline for booking at discounted price: 20 Aug 2026**
- Rooms include the following facilities:
 - Complimentary Buffet Breakfast
 - Airport Pick up and Drop
 - Complimentary Wi-Fi
 - In room Tea/Coffee maker
 - Access to the Swimming Pool & Gymnasium
 - Complimentary four (4) mineral water bottles per day
- Check-in & Check-out: Standard Check-in time is 1500hrs and Check-out time is 1200hrs.

iii) Platinum Grand By Sheltech, Banani

Address: Platinum Grand; House – 52, Road – 11, Block – F, Banani, Dhaka, Bangladesh

Contact Person: Md. Mahabub Hossen, Manager

Phone: +880 1922110958 (Official), +880 1707779555 (WhatsApp)

Email: sales3@platinumhotels.com.bd

URL: <https://platinumhotels.com.bd/>

Room Type	Room Rate/Night (NET)	Reservation Details/Link
Single Occupancy	USD 65	Direct Booking via email (sales3@platinumhotels.com.bd ; reservation@platinumhotels.com.bd) with detailed information of the guest as per Annex-B
Double Occupancy	USD 85	

Note:

- All the rates quoted are inclusive of 10% service charge and 15% Govt. VAT. If for any reason the government duty structure changes and or the government impose additional supplementary duties / taxes on hotel services then the new structure will be applicable with the quoted rates
- **Deadline for booking at discounted price: 06 Aug 2026**
- Rooms include the following facilities:
 - Buffet Breakfast
 - Fruit Basket up on arrival
 - Airport Pickup and Drop.

- *Two bottles Mineral water*
- *Unlimited high speed broadband Wi-Fi internet throughout the hotel on complimentary basis.*
- *Modern Gym & Swimming Pool*
- *Tea/Coffee making facilities in the rooms*

5. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and meeting documents will be available at the APT Website at <https://apt.int/Meeting/2026-AWG37>.

APT members and International/Regional Organizations 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 proper template provided by APT Secretariat and send it to aptawg@apt.int. The template is available on the APT website. **The deadline for submission of contribution(s) is 31 August 2026.**

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 computers with Wi-Fi capability.

7. TRANSPORTATION

The Hazrat Shahjalal International Airport is conveniently located near the meeting venue and all recommended hotels, with approximate travel times of 10–15 minutes to the Radisson Hotel (Venue Hotel), 15–20 minutes to the Platinum Hotel, Banani, and 20–25 minutes to the Crown Plaza, Gulshan (Travel times may vary depending on traffic conditions).

Airport pick-up and drop-off services will be provided by the respective hotel authorities for guests staying at all three hotels, as in previous meetings. Guests are kindly requested to prior confirm their arrival and departure details directly with the hotel authority to avail this facility. Delegates are also requested to send their flight itineraries by email to the Local Secretariat at least 10 (ten) days prior to the date of arrival.

Alternatively, BTRA approved ride-sharing services are available (Uber and Pathao being the most popular), which operate under government-approved licensing in Bangladesh ([list of approved ride-sharing entities](#)), are available and may be used as a convenient and reliable alternative for local travel during the meeting period.

8. VISA AND IMMIGRATION REQUIREMENTS

Delegates are strongly advised to check all entry and visa requirements to travel Bangladesh on the websites of Bangladeshi Embassies and High Commissions in their respective countries. Visa supporting letter/Invitation letter can be issued by the Host upon request for assisting the delegates to obtain necessary visa from their respective countries and on-arrival visa (if applicable). Delegates who require this assistance and on-arrival visa support, should submit the following information at least **1 (one) month** prior to the event to Local Secretariat:

- (1) Scanned copy of the passport
- (2) Full name as written on passport

- (3) Date and place of birth
- (4) Organization and Occupation
- (5) Passport number
- (6) Date of passport issuance
- (7) Date of passport expiration
- (8) Nationality
- (9) Name of the High Commission/Embassy where VISA shall be collected from
- (10) Date of arrival
- (11) Date of departure
- (12) Hotel booking
- (13) Funding
- (14) A valid email address

9. INSURANCE

Due to procedural difficulties and budgetary constraints, APT and host are 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. More details on APT Code of Conduct are available [here](#).

11. PRACTICAL INFORMATION

Bangladesh, a South Asian nation nestled between India and Myanmar, boasts a rich history, diverse culture, and awe-inspiring natural wonders. Bordered by the Bay of Bengal at her southern shores, Bangladesh occupies a total land area of 147,570 sq. km, encompassing the world's largest and one of the most fertile river deltas. This intricate network of waterways weaves through the landscape, creating a land of unparalleled beauty. Bangladesh achieved her sovereignty in 1971 and today functions as a secular parliamentary republic with a vibrant democracy.

Bangladesh is a vibrant nation teeming with over 180 million people. Bangla, also known as Bengali, is the official language, while English is also widely spoken. Islam is the faith practiced by the majority of the population with Hinduism, Christianity, and Buddhism adding to the rich tapestry of religious beliefs. Administratively, Bangladesh is divided into 8 Divisions and further into 64 Districts.

Dhaka, the bustling capital and largest city, is steeped in history and stands as one of the oldest cities in the region. Beyond the bustling city life, Bangladesh offers a treasure trove of tourist attractions. The Cox's Bazar Sea Beach holds the title of the longest natural sea beach in the world, while the Sundarbans Reserve Forest (SRF), the largest mangrove forest in the world, located in the south-western part of Bangladesh adjoining to the Bay of Bengal adds a testament to Bangladesh's unique ecological diversity. From the bustling cityscapes to a land of serene natural beauty, Bangladesh offers a truly unforgettable experience for every visitor.

Weather:

In September, Bangladesh weather is characterized by a generous monsoon presence, with an average high of 32°C (89.6°F) and a low of 26°C (78.8°F). Days in September are typically warm and richly humid, while the nights remain cozy and atmospheric. Visitors can expect a steady rhythm of rainy days and occasional thunderstorms during this month, offering an authentic tropical climate experience. It is, however, recommended that visitors check the weather forecast closer to the date of travel

Language:

Bangla is the official language. However, English is widely spoken.

Time zone:

GMT + 6.00 hours

Banks & Currency:

The unit of currency is Bangladeshi Taka (BDT). Foreign Exchange Rate is approximately BDT 122.75 to US\$ 1 (*as on May 21, 2026*). Normal banking hours are from 10.00 to 15.00 on weekdays (Friday & Saturday are closed). Credit cards including American Express, Visa and Master Cards etc. are accepted in major hotels, shops and restaurants.

Electricity:

220 Volts AC 50Hz rating usually used in Bangladesh. The power sockets generally available in Bangladesh are the "Type G" British BS-1363, "Type D" Indian 5 amp BS-546 (round) and BS 4573 (UK shaver). **It is advisable to come along with Global adaptors.**



12. CONTACT INFORMATION

<u>APT Secretariat</u> Asia-Pacific Telecommunity (APT) 12/49 Soi 5, Chaeng Watthana Road Bangkok 10210, Thailand Tel: +66 2 573 0044 Fax: +66 2 573 7479 Email: aptawg@apt.int	<u>Local Secretariat</u> Lt Colonel Md. Kamrul Hasan Mamun Director Bangladesh Telecommunication Regulatory Commission (BTRC) Address: Plot# E-5/A, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh Tel: +880 2 55667766 Mobile: +880 1552202725 Fax: +880 2 222217167 Email: dirss@btrc.gov.bd Mohammad Farhan Alam Deputy Director Bangladesh Telecommunication Regulatory Commission (BTRC) Address: Plot# E-5/A, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh Tel: +880 2 55667766 Mobile: +880 1552202847 Fax: +880 2 222217167 Email: farhan@btrc.gov.bd Md. Sami Imtiaz Assistant Director Bangladesh Telecommunication Regulatory Commission (BTRC) Address: Plot# E-5/A, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh Mobile: +880 1550080881 Email: sami.imtiaz@btrc.gov.bd
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Annex-A

Reservation Details for Radisson Blue Water Garden Hotel, Dhaka:

Please provide the following information:

- **Full Name :**
- **Check-in Date :**
- **Check-out Date :**
- **Room Occupancy (Single or Twin) :**
- **Room Type :**
- **Airport Transfer Requirement (Pickup and/or Drop-off, if required) :**
- ****If airport transfer is required, please share your flight details.**

How to Confirm Your Reservation :

Once you have completed the required details, kindly send us the above information by replying to this email: Sales2.dhaka@radisson.com or via WhatsApp at +880 1713-038558.

Upon receipt of your details, we will process your reservation and send you a booking confirmation email.

Annex-B

Reservation Details for Platinum Grand By Sheltech, Banani:

Please provide the following information while booking your reservation:

- **Guest Name :**
- **Nationality :**
- **No. of Guest :**
- **No. of Rooms :**
- **Room Type :**
- **Check in Date :**
- **Check out Date :**
- **No. of Nights :**
- **Airport Pick up :**
- **Airport Drop off :**
- **Special Request :**
- **Payment Mode:**