INFORMATION FOR PARTICIPANTS

The 26th APT Policy and Regulatory Forum (PRF-26) will be held from 15 to 17 September 2026 in Paro, Bhutan as a physical meeting with remote participation modality. The forum will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Government Technology Agency (GovTech) of Bhutan. It is also supported by the generous contribution from Ministry of Industry and Information Technology, People's Republic of China.

Please find the following information for the convenience of participants.

1. VENUE

PRF-26 will be held at Le Méridien Paro, Riverfront. The contact details of the hotel are as follows:

Le Méridien Paro, Riverfront
Paro 1265, Paro–Thimphu Highway, Shaba, Paro, Bhutan
Phone: +975 8 270 300
Official website: Le Méridien Paro, Riverfront

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.

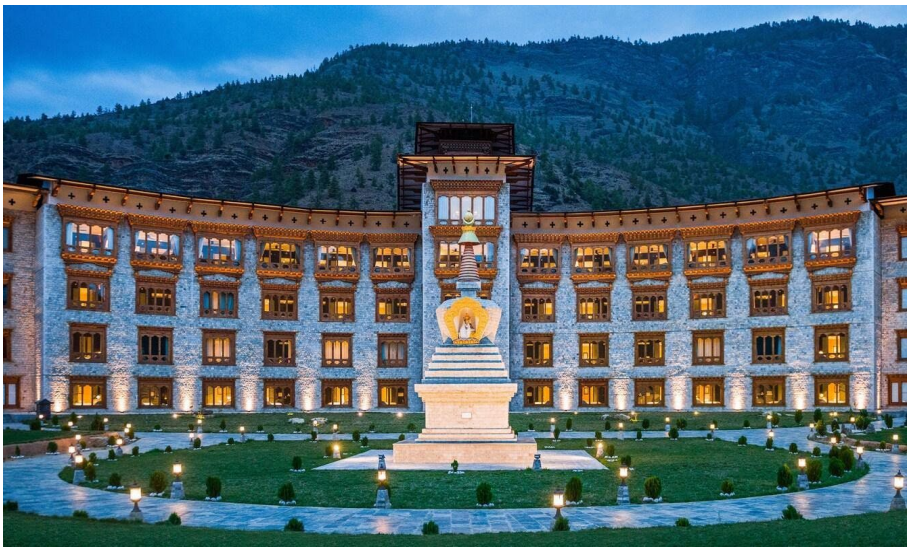
Participation of Non-Members: With the discretion of the Chair of PRF and Secretary General of APT, Non-Members can attend the meeting as an "Observer" by paying a Registration Fee of USD 250 per person in consultation with the relevant Member Administration as appropriate. The payment can be made in 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, Kingdom of Bhutan, that are approved by the Government Technology Agency, Bhutan.

3. REGISTRATION

Registration of delegates can be done online at https://apt.int/content/online-registration. For planning and logistical arrangements for physical participation, it is suggested to register on or before **1 September 2026**. Please note that physical participation will not be guaranteed after this closing date.

4. HOTELS FOR ACCOMODATION

a) **Le Méridien Paro, Riverfront** is recommended for the accommodation of the delegates during the meeting:



Nestled along the peaceful Paro River with stunning Himalayan views, Le Méridien Paro, Riverfront offers a luxurious blend of modern comfort and traditional Bhutanese elegance. The hotel is known for its serene atmosphere, spacious rooms, riverside scenery, and easy access to Paro town and the airport. It is recommended as a stayover venue for all the delegates. Room rates and information are shared below for all the delegates:

Room Type	Rates per room/per night/breakfast included
ROH Room (Single/Double Occupancy)	USD 280 + 15% tax per room per night

You can reserve a room online at Le Méridien Paro, Riverfront through their official Marriott booking page: Book Your Stay at Le Méridien Paro, Riverfront

Reservation Contacts

- Hotel (Main): +975 8 270300
- Reservations Mobile: +975 1760 7949

Reservation Emails

- reservation.paro@lemeridien.com
- wangmo.tamang@marriott.com
- chandra.pokwal@lemeridien.com (Sales & Reservations)
- yogesh.kaushal@marriott.com
- samita.khati@marriott.com

The hotel is located along the beautiful Paro River and is about 10 minutes from Paro International Airport. The hotel rate above includes:

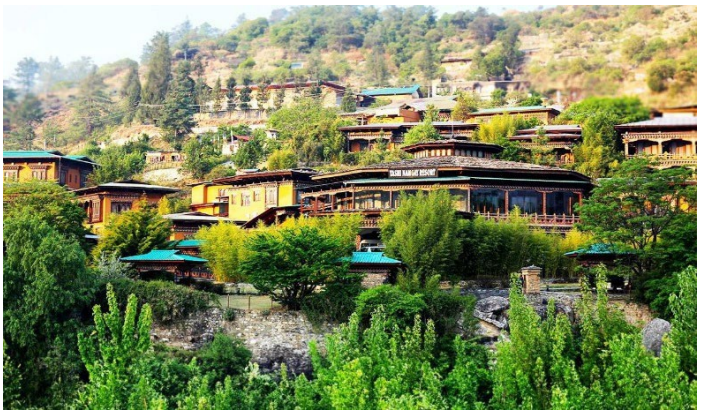
- Rates are quoted in USD.
- Daily buffet breakfast.
- Complementary two bottles of mineral water per room per day.
- In-room tea and coffee-making facilities.
- Complimentary access to the Fitness Centre, Indoor Swimming Pool, Steam, and Sauna.
- A mix of Twin and King-bedded rooms will be provided, subject to availability.

Reservation cancellation Policy

- *91 days or more prior to arrival: No cancellation charges.*
- *90 days or less prior to arrival: Full stay charges will apply.*
- *No-show, reduction in room block, or early departure: Full stay charges will apply.*

b) Other hotels

1. Tashi Namgay Resort – Paro





Distance from Paro International Airport

- Opposite Paro International Airport (approximately 300–500 metres, about 1–2 minutes by car or a short walk).

Reservation Contacts

- Mobile: +975 1717 0299
- Mobile: +975 7717 0299
- Reservation Office: +975 8 272320
- Email: reservation@tashinamgayresort.com
- Website: Tashi Namgay Resort

Brief Description

Tashi Namgay Resort is one of Paro's most established resorts, set amidst beautifully landscaped gardens along the Paro Chhu River. Conveniently located opposite Bhutan's only international airport, it offers a peaceful environment while remaining just a short drive from Paro town and major attractions such as the Paro Taktsang (Tiger's Nest Monastery), Rinpung Dzong, and the National Museum of Bhutan.

The resort blends traditional Bhutanese architecture with modern comforts and is well suited for leisure travellers, official delegations, conferences, and government events. Facilities include:

- Spacious guest rooms and suites
- Multi-cuisine restaurant and bar
- Conference and banquet facilities
- Spa and wellness centre
- Fitness centre
- Free Wi-Fi
- Landscaped gardens and recreational areas
- Complimentary airport transfers (subject to availability)

This resort is a popular choice for hosting government workshops and accommodating high-level delegations due to its proximity to the airport, spacious grounds, and meeting facilities.

Room Rates

USD 60–115 per night (approximately Nu. 5,200–10,000), depending on room category and meal plan. Deluxe rooms generally start at USD 60, while suites are around USD 115.

2. Kichu Resort – Paro





Distance from Paro International Airport

- Approximately 8–9 km from Paro International Airport.
- Travel time: 10–15 minutes by car, depending on traffic.

Reservation Contacts

- Mobile (Reservations): +975 1712 0316
- Landline: +975 8 271646
- Email: kichuparo@gmail.com
- Website: www.kichuresort.com

Brief Description

Kichu Resort is a charming 3-star resort located in Lango, Paro, close to the historic Kyichu Lhakhang—one of Bhutan's oldest and most sacred temples. Established in 1992, the resort is set amidst beautifully landscaped gardens along the banks of the Paro Chhu River, offering a tranquil environment surrounded by traditional Bhutanese architecture and scenic mountain views.
The resort is well suited for both leisure travellers and official groups, providing comfortable accommodation in a peaceful setting. Key facilities include:

- Comfortable Bhutanese-style guest rooms and cottages
- Multi-cuisine restaurant serving Bhutanese, Indian, and Continental dishes
- Bar and lounge
- Conference and meeting facilities
- Massage and wellness services
- Free Wi-Fi
- Spacious gardens and riverside walking areas
- Airport transfers (on request)

Kichu Resort is a popular choice for government workshops, official meetings and visiting delegations due to its serene atmosphere, ample outdoor space and convenient access to Paro town and the airport.

Room Rates

Approximately Nu. 4,500–6,500 per night for a standard/deluxe room, depending on the season and whether breakfast is included. It is advisable to request a quotation directly from the hotel for official bookings

3. Spirit of Bhutan Resort – Paro





Distance from Paro International Airport

- Approximately 3 km from Paro International Airport
- Travel time: Approximately 8–10 minutes by car

Reservation Contacts

- Mobile: +975 1717 1877
- Alternative Mobile: +975 1717 0388
- Email: reservationparo@spiritofbhutan.net
- Website: Spirit of Bhutan Resort

Brief Description

Spirit of Bhutan Resort is a comfortable 3-star resort located on Carpenter's Road in Paro, offering a peaceful setting just a few minutes from Paro town and the airport. Designed with traditional Bhutanese architectural elements and modern amenities, the resort provides a relaxing atmosphere for both leisure and business travellers.

The resort is particularly suitable for official delegations, government workshops, and corporate groups, offering comfortable accommodation together with convenient access to major attractions such as Rinpung Dzong, Paro Taktsang (Tiger's Nest Monastery), and the town centre.

Key Facilities

- Spacious Deluxe Rooms and Family Rooms
- Multi-cuisine restaurant and bar
- Spa and wellness services
- Free Wi-Fi
- Airport shuttle service (on request)
- Free parking
- 24-hour front desk and room service
- Garden and outdoor seating areas
- Meeting and event facilities suitable for small official gatherings.

Room Rates

Standard Deluxe Rooms generally start from USD 40–50 per night (approximately Nu. 3,500–4,500), with rates varying by travel dates and meal plan.

5. TRANSPORTATION FROM THE AIRPORT TO THE VENUE

Le Méridien Paro, Riverfront is approximately **3.5 km from** Paro International Airport, which is about a **10-minute drive** depending on traffic and weather. The hotel also provides airport shuttle services with prior reservation. Taxis will be available in the airport parking lot and you can avail the services to reach the venue. From Le Meridien Riverfront to Paro International Airport, taxi services can be used or else the host will try and arrange a shuttle bus free of charges.

6. VISA AND IMMIGRATION INFORMATION

All foreign visitors entering Bhutan must have a valid passport. Visitors from countries whose citizens are required to obtain a visa should, as soon as possible and at least one month before the start date of the meeting, apply for a visa from the office (embassy or consulate) representing Bhutan in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

You may need a letter of invitation from the Bhutanese host, which you will need to present to the Bhutanese embassy/consulate in your area in order to obtain your visa. ***In order to receive an invitation letter, your information should be provided to the host before 7 August 2026.***

NOTE 1: A proof of registration to the PRF will be requested by the host, so make sure you have registered for the event, and your focal point has approved your registration before requesting the visa invitation letter.

NOTE 2: The host will do the utmost to provide invitation letters that are requested late; however, it cannot guarantee that a visa will be received in time for the PRF.

The contact address for visa support:

Mr. Jigme Wangdi
E-mail: jwangdi@plantech.gov.bt cc. tashiwangmo@tech.gov.bt; ctshomo@tech.gov.bt; dorjiw@tech.gov.bt; pwangdi@plantech.gov.bt
Phone: 0097517392870

NOTE 3: The Standard Sustainable Development Fees (SDF) of **USD 100** per day is waived off for the meeting participants, as the meeting participants are categorised as the Non-Tourist category number 18. However, the SDF will be waived off only for the duration of the official meeting and the delegates wishing to extend their stays beyond the meeting duration will have to pay SDF as applicable.

For more information, please visit the website of the Ministry of Home Affairs of Bhutan at http://www.moh.gov.bt and the Department of Immigration at http://immi.gov.bt/home/

7. MEETING WEBSITE AND MEETING DOCUMENTS

Related information about the meeting and meeting documents will be available at the APT Website at: https://apt.int/Meeting/2026-PRF26.

APT members who wish to submit contribution(s) to the meeting, should prepare their contribution(s) in Microsoft Word and/or PowerPoint, English version and send it to APT Secretariat by email at aptprf@apt.int. **The deadline for submission of contribution(s) to PRF-26 is 8 September 2026.**

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. 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, requests your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before traveling to Bhutan.

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.

11. PRACTICAL INFORMATION

Here is a brief overview of Paro, Bhutan:

a) Population:
- Paro Dzongkhag (district) population: ~ 40,000 to 50,000 people (approx.)
- Paro town itself: much smaller, around 10,000–15,000 residents

b) Area:
- Paro district covers about 1,250–1,300 km²
- Includes valleys, villages, farmland, and mountains

c) Weather: Paro has a temperate Himalayan valley climate -
- Summer (May–Aug): Mild and pleasant (15°C–25°C), monsoon rains
- Winter (Nov–Feb): Cold (0°C to 10°C), occasional frost and snow in higher areas
- Spring & Autumn: Clear skies, best travel seasons

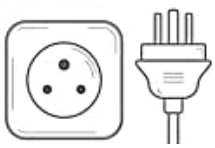
d) Time Zone:
- Bhutan Time (BTT)
- UTC +6 hours
- No daylight-saving time

e) Banks & Currency: The currency used in Bhutan is the Bhutanese Ngultrum. The currency exchange rates are as follows:
- Fixed rate: 1 BTN ≈ 1 INR (Indian Rupee). Indian Rupees (especially ₹100 notes)
- 1 USD ≈ Nu. 96 (varies slightly)

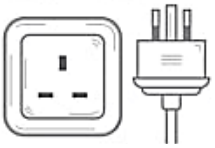
Major banks in Bhutan includes Bank of Bhutan, Bhutan National Bank, Druk PNB Bank and Tashi Bank. ATMs available in Paro, Thimphu and Punakha. Visa and Master Card usually accepted at hotel and big shops. It is advised to keep cash local currency.

f) **Electricity**: Electrical current is 230 volts, 50Hz. Bhutan generally uses:

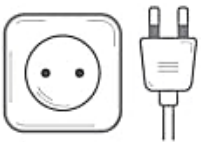
- Type D (3 round pins – common in South Asia)
- Type G (3 rectangular pins – like UK plug, in modern hotels)
- Sometimes Type C (2 round pins for small devices)



Type D



Type G



Type C (sometimes)

g) Emergency phone: Emergency call for Police: **113**

12. CONTACT INFORMATION

APT Secretariat	**Local Secretariat**
Asia-Pacific Telecommunity (APT) 12/49 Soi: 5 Chaeng Watthana Road Bangkok 10210, Thailand Website: https://apt.int Phone: + 66 2 573 0044 Fax: +66 2 573 7479 E-mail: aptprf@apt.int	Mr. Jigme Wangdi GovTech Agency (https://tech.gov.bt) Thori Lam, Upper Chubachu Thimphu, Bhutan **Phone:** +975 02 323 215 **Fax:** +975 02 328 440 **Email:** jwangdi@plantech.gov.bt cc. tashiwangmo@tech.gov.bt; ctshomo@tech.gov.bt; dorjiw@tech.gov.bt; pwangdi@plantech.gov.bt **Working hours:** Monday – Friday 9:00 AM – 5:00 PM