



The 27th Meeting of South Asian Telecommunication Regulators' Council (SATRC-27)

20 - 22 October 2026, Colombo, Sri Lanka



INFORMATION FOR PARTICIPANTS

The 27th Meeting of South Asian Telecommunication Regulators' Council (SATRC-27) will be held from 20th to 22nd October 2026 in Colombo, Sri Lanka. The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Telecommunications Regulatory Commission of Sri Lanka (TRCSL). The meeting will be held as a physical meeting, while remote participation will be made available through Zoom platform.

Please find the following information for the convenience of participants:

1. MEETING VENUE

The meeting will be held in **Courtyard by Marriott Colombo** hotel, Colombo, Sri Lanka. The contact details of the hotel are as follows:

Name of the Hotel	: Courtyard by Marriott Colombo
Address	: Colombo City Centre, No. 137, Muttiah Road, Colombo 02. Sri Lanka.
Tel	: +94117734401
Website	: https://www.marriott.com/en-us/hotels/cmbcy-courtyard-colombo/overview/

2. PARTICIPATION

All SATRC Members and Affiliate Members of APT in SATRC Member countries can attend the meeting. Other APT members as well as the regional and international organizations are welcome to participate physically or virtually. Non-Members cannot attend the meeting.

Administrations of Members and Associate Members and international/regional organizations are requested to send the official list of delegation for the meeting. If any Affiliate Members are included in the national delegation, please also mention in the list of delegation.

3. REGISTRATION

Registration can be done online at <https://apt.int//content/online-registration> preferably by **30 September 2026** for making necessary arrangements. **Only registered participants are entitled to attend the meeting.**

4. HOTEL ACCOMMODATION RATE & RESERVATION

For the logistics and convenience of the participants, it is recommended that all participants stay at the hotel venue, Courtyard by Marriott Colombo during the period of the meeting:

Contact Point for the Hotel (Recommended Accommodation):

Name of the Hotel : Courtyard by Marriott Colombo
Address : Colombo City Centre, No. 137, Muttiah Road, Colombo 02, Sri Lanka.
Tel : +94117734401
Website : <https://www.marriott.com/en-us/hotels/cmbcy-courtyard-colombo/overview/>

Details of Hotel Contact Person:

Name : Nelisha Nadevni
Email : Nelisha.Nadevni@courtyard.com
Phone : +94 76 230 2241

Room Type	Room Rate/Night	
	Single (LKR)	Double (LKR)
Superior Rooms	34,000 Nett (≈102.98 USD)	37,000 Nett (≈112.07 USD)
Superior Rooms – UN Rate (VAT Exempted)	29,000 Nett (≈87.84 USD)	31,000 Nett (≈ 93.89 USD)

- Rates are inclusive of an international buffet breakfast and free Wi-Fi in room
- This special rate has been arranged by TRCSL.
- The approximate USD values are calculated based on an exchange rate of LKR 330.16 per USD as at 21 August 2026.

5. VISA AND IMMIGRATION REQUIREMENTS

Participants must hold a valid passport with at least six months of remaining validity and should check visa requirements prior to entering the country. Participants are advised to obtain their visa prior to departure and secure transit visas for countries en-route to Sri Lanka, where necessary. As visa requirements are subject to change, it is advisable to reconfirm current visa requirements with your respective Embassies or Ministry of Foreign Affairs or travel agent. For further information, please visit: www.immigration.gov.lk, <https://eta.gov.lk/slvisa/>

For online visa facility, please refer to <https://eta.gov.lk/slvisa/>

If any participant requires an invitation letter from the host, please contact the Local Secretariat. Visa supporting letters can be issued 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 one month prior to the event to the Local Secretariat with a copy to APT Secretariat:

- 1) Scanned copy of the passport
- 2) Date of arrival
- 3) Date of departure
- 4) Hotel booking
- 5) A valid official email address
- 6) Contact number

6. MEETING WEBSITE, DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and documents will be available at: <https://apt.int/Meeting/2026-SATRC27>.

Contributions from APT Members, Associate Members, Affiliate Members, and regional/international organizations are welcome. Contributors are requested to use the appropriate document template for their submissions.

Contributions will be posted on the APT website prior to the start of the meeting. The deadline for receipt of contributions by the APT Secretariat is **15 October 2026**. For submission of contributions and any information regarding documentation, please contact: aptsatrc@apt.int.

7. WIRELESS LAN

Internet Access over wireless network will be available during the meeting. APT encourages the use of electronic documents during the meeting. The participants are kindly requested to bring their own laptops with Wi-Fi capability.

8. PRACTICAL INFORMATION

Country: Sri Lanka (A Tourist Destination)

Sri Lanka is an island nation located in the Indian Ocean, just south of the Indian subcontinent. It spans approximately 435 km from north to south and 225 km at its widest point. The country has a population of around 21.76 million.

Renowned for its natural beauty, Sri Lanka features a diverse landscape that includes tropical beaches, lush greenery, and historic sites. It is also known for its biodiversity and is a leading exporter of cinnamon and tea.

Colombo, the commercial capital, is the country's primary hub for business and administration. The city offers a mix of modern amenities and historical charm and is situated approximately 35 km from Bandaranaike International Airport in Katunayake, ensuring convenient access for international travellers.

Weather:

Sri Lanka has a tropical, humid climate, and the average temperature in Colombo in October ranges from 24°C to 30°C.

Language:

Sinhala and Tamil are the official languages of Sri Lanka. English is a recognized official language (used as a link language and in administration) and is widely spoken throughout Sri Lanka.

Time zone:

GMT/UTC + 5.30 hours

Banks & Currency:

The currency of Sri Lanka is the Sri Lankan Rupee (LKR). Foreign currency can be exchanged at banks, authorized money exchange counters, selected hotels, and upon arrival at the airport. It is recommended to use only authorized money exchange counters. Commonly used credit cards such as American Express, Visa, and MasterCard are generally accepted at hotels, retail outlets, restaurants, and other commercial establishments. As of 7th July 2026, the exchange rate is approximately LKR 334.76 per US dollar.

Electricity:

Supply voltage is 230 Volts (50 Hz). Type G plugs and socket outlets (Square three-pin) are used. Adapters for other plug types are available in the local market.

**9. TRANSPORTATION DURING ARRIVAL AND DEPARTURE**

Bandaranaike International Airport is around 45 minutes (35 km) away from the venue of the meeting. The Local Secretariat will arrange transportation from the airport to the designated hotels and back, provided that participants notify in advance. To avail this facility, delegates are kindly requested to send their flight itineraries through email to the Local Secretariat with a copy to APT Secretariat at least 7 (seven) days prior to date of 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.

11. INSURANCE

The APT and the Local Secretariat therefore request Administrations/Organizations to kindly make necessary arrangements for medical and travel insurance, as well as other related coverage for the entire event period and overseas travel of the participant.

12. CONTACT INFORMATION

<u>APT Secretariat</u> Mr. Forhadul Parvez Program Officer Asia-Pacific Telecommunity (APT) 12/49 Soi 5 Chaeng Watthana Road Bangkok 10210, Thailand Tel: +66 2 573 0044 Fax: +66 2 573 7479 E-mail: parvez@apt.int aptsatrc@apt.int	<u>Local Secretariat</u> Mrs. S. A. R. Kamalanayana Director (Policy & International Relations) Telecommunications Regulatory Commission of Sri Lanka (TRCSL). Address: No. 276, Elvitigala Mawatha, Colombo 08, Sri Lanka. Phone: +94 11 2689345 (Ext. 5200) Mobile: +94 77 2620022 Email: director.pir@trc.gov.lk Mr. Dilan Samarasinghe Assistant Director/IR (Cover Up), Policy & International Relations Division Telecommunications Regulatory Commission of Sri Lanka (TRCSL). Phone: +94 11 2689345 (Ext. 5201) Mobile: +94 77 7771724 Email: samarasinghe@trc.gov.lk
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