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**16th Meeting of the South Asian Telecommunication Regulator’s Council**

25-27 August2015, Greater Noida, Uttar Pradesh, Delhi NCR, India

**Organized by the Asia-Pacific Telecommunity (APT)**

**Hosted by Telecom Regulatory Authority of India (TRAI)**

PARTICIPANT’S INFORMATION

South Asian Telecommunication Regulators’ Council Meeting (SATRC-16) will be held from 25 to 27 August 2015 in Greater Noida, Uttar Pradesh, Delhi NCR, India. The meeting will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Telecom Regulatory Authority of India (TRAI).

The information below will be useful for the participants.

1. Venue

**Jaypee Greens Golf & Spa Resort**

 G-Block, Greater Noida, 201306

 Uttar Pradesh, Delhi NCR, India

 Tel: +91-120-2339 900, 6743 000

 Fax: +91-120-2320 150

 Website: [www.jaypeeresortdelhi.com/](http://www.jaypeeresortdelhi.com/)

**2. Participation:**

All SATRC Members and Affiliate Members from SATRC countries can attend the meeting free of charge by completing [**online registration**](http://www.apt.int/content/online-registration). Other APT Members, Associate Members, Affiliate Members, regional and international organizations  can also participate at the meeting free of charge.

**Participation of Non-Members:** Non-Members can attend the meeting with “Observer” status by paying Registration Fee of USD $250 per person. Non-Member participants under National Delegation are exempted from paying the Registration Fee upon submission of a letter of nomination signed by the responsible officer of the Administration. Above requirement does not apply to the host country participation. Please contact APT Secretariat for the payment methods of the Registration Fees.

**Last date for registration is 5thAugust 2015.**

**3. Hotel Accommodation**

For the convenience of the participants, all the participants shall stay in Greater Noida since Greater Noida is around 48 km (90 minutes or more, in peak traffic) from New Delhi and commuting daily for the meeting may not be practical. The hotels recommended below for the accommodation of delegates. The room rates below are inclusive of breakfast. The details of the hotel are:-

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| **Name of the Hotel** | **Room Type** | **Room Rate** |
| **Jaypee Greens Golf & Spa Resort**G-Block, Greater Noida, 201306Uttar Pradesh, IndiaTel: +91-120-2339 900, 6743 000Fax: +91-120-2320 150Contact Persons: Ms.Diksha BammiMobile: +91-7838666508Email: dikshab@jaypeehotels.comreservations.jggr@jaypeehotels.com | Deluxe Room in Jaypee Greens Golf & Spa ResortDeluxe Room in Jaypee Greens Delcourt | Rs. 7500(US$ 118 Approx.) Rs. 5000(US$ 79 Approx.) |

***Note:***

1. *The prices are subject to availability and subject to change*
2. *Airport pick-up available upon prior intimation.*

**Room reservation should be made directly by the participants with the assigned hotel with a copy to TRAI Secretariat.** For any assistance, TRAI Secretariat in India can be contacted. Due to peak tourist season during the meeting period, participants are requested to make the hotel reservation before the closing date of **5th August 2015**. In order to avail the above discounted special price, please mention at the time of booking hotel **- “Reservation for TRAI EVENT”.** Secretariat would not be able to guarantee hotel reservation after the closing date.

**4. Meeting Website, Meeting Documents and Contribution Guideline:**

Related information about the meeting and provisional meeting documents will be available at the APT Website: <http://www.apt.int/APTSATRC> .

Contributions for the meeting from SATRC Members, Affiliate Members from SATRC countries, regional and international organizations are welcome. You are requested to use the proper document template for your contribution. For any information on the documentation please contact:

**Mr. Forhadul Parvez**

**Project Coordinator, Radiocommunication**

**Phone: +66 2 573 0044 (Ext: 117)**

**E-mail:** **parvez@apt.int**

APT encourages the use of electronic documents during the meeting. Members are encouraged to carry their laptop computers for the meeting.

**5. Immigration Requirements**

Participants must be in possession of a valid passport or travel document with a minimum validity of six months beyond the period of stay and need to check visa requirements before entering the country. Participants are also advised to obtain, before the commencement of their journey and where necessary, transit visas for countries en route to India. As the visa requirements change from time to time, it is advisable to check your visa requirements with the nearest Indian Embassy before departure.

Visa supporting letter can be issued on request. Please submit the following information along with a copy of passport to local secretariat coordinator for the visa supporting letter.

Full Name

Passport Number

Place and Date of Issue, Date of Expiry

Nationality

Date of Birth

**6. Registration:**

The registration counter will be set up in the foyer of the meeting hall commencing at 08:30 hours on 25th August 2015 at the meeting venue.

**7. Practical Information about Greater Noida/Delhi**

Greater Noida is located within the National Capital Region of India’s capital - New Delhi and is adjacent to Noida, one of the largest industrial townships in Asia. Greater Noida is around 48 km (60 to 90 minutes depending on the traffic) from New Delhi and is connected to Agra by the six-lane Yamuna Expressway.

Greater Noida is shaping up as India's smartest city, the National Capital Region's most modern urban development centre and a fastest-developing center of attraction. It has emerged as a modern model of far-sighted town planning.

Greater Noida city is located at the intersection of the Western and Eastern Dedicated Freight Corridors and is also the gateway to the Delhi-Mumbai Industrial Corridor (DMIC).

**8. Weather**

The weather during August remains hot and humid and temperature varies from a maximum of 35 degree C to a minimum of 24 degrees C.

**9. Language**

 Hindi is the official language but English is widely spoken in the National Capital Region.

**10. Time Zone**

GMT + 5.30 hours

**11. Banks & Currency**

The unit of currency is Indian Rupees which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 500 and 1,000. Please use authorised money changers and banks to convert currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately Rs.64 to US$ 1 (as in June 2015).

Most bank ATMs honour Visa, Visa Electron, Master & Maestro cards. Most hotels, shops & other establishments accept all major international credit cards.

**12. Arrival and Transportation:**

Indira Gandhi International Airport is located in the New Delhi city, which is around 50 km from the venue and it takes about 60 - 90 minutes by Taxi to reach the Hotel. Direct flights to Indira Gandhi International Airport are available from most of the countries. More detailed information about the Indira Gandhi International Airport, New Delhi can be found on the following web site: <http://www.newdelhiairport.in>

The suggested hotel will also provide Airport pick-up and drop, subject to prior intimation with the hotel and with APT/ TRAI Secretariat for necessary coordination. For any further clarifications, TRAI office can be contacted.

**13. Insurance**

Due to procedural difficulties and budgetary constraints, APT is not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT therefore requests your Administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

**14. Contact Information:**

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| **APT Secretariat**Mr. Forhadul ParvezProject Coordinator, RadiocommunicationAsia Pacific TelecommunityAPT Secretariat12/49 Soi:5 Chaengwatana RoadBangkok 10210 ThailandPhone: +66 2 573 0044 (Ext.:117)Fax: + 66 2 573 7479E-mail: parvez@apt.int; parvez@ties.itu.int | **Local Secretariat**For attendance, participation, visa support letter etc.Mr. Joseph Manoharan Senior Research Officer (International Relations)Email: trai.reg@gmail.com Tel :+91-11- 23664220 M: +91 9013135454Fax: +91-11-23235161For logistics, stay etc.Mr. Santosh KumarSenior Research Officer(Communication)M: +91-9868246712 |