 

**The 3rd Meeting of the APT Preparatory Group for PP-22 (APT PP22-3)**

9 – 12 May 2022, Tokyo, Japan (Hybrid Meeting)

**INFORMATION FOR PARTICIPANTS**

The 3rd Meeting of the APT Preparatory Group for PP-22 (APT PP22-3) is scheduled to be held from 9 to 12 May 2022 in Tokyo, Japan with physical attendance as well as virtual/online participation through APT Zoom meeting (i.e. hybrid meeting). The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Internal Affairs and Communications (MIC), Japan, and take place at Grand Prince Hotel TAKANAWA.

Please find the following information for the convenience of participants.

**MEETING PLATFORM**

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.



**PARTICIPATION**

All APT Members, Associate Members and Affiliate Members may participate in the meeting. The Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend the meeting.

For 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:Non-APT Members may participate with the observer status at the discretion of the Chair of APT PP-22 and the Secretary General of APT in consultation with the relevant Member Administration, as appropriate.

For physical attendance, please check this document, as well as the attachments, and the latest information provided by relevant authorities and organizations.

Since all foreign nationals need to be registered in the Entrants, Returnees Follow-up System (ERFS) for a VISA application, your administration/organization is kindly requested to send the information of delegates who wish to participate physically in Japan, by using the EXCEL file titled “Participant data for ERFS” (Attachment 3) directly to MIC Japan at [itu-net@ml.soumu.go.jp](mailto:itu-net@ml.soumu.go.jp) with cc to [aptpp@apt.int](mailto:aptpp@apt.int) by the deadline on **Friday, 1 April 2022**. Please note that this deadline CANNOT be extended.

**REGISTRATION**

For both physical and virtual/online attendance, registration can be done online at <https://www.apt.int/content/online-registration>, preferably by **18 April 2022** for making necessary arrangements. Once the registration is accepted, APT Secretariat will inform Zoom meeting link, password, and other relevant information directly to the registered participant one week prior to the meeting. Only the registered participants are entitled to join the meeting.

**HOTEL ACCOMMODATION RATE & RESERVATION**

1. **Grand Prince Hotel TAKANAWA (Conference venue)**

Address: 13-1, 3-CHOME, TAKANAWA, MINATO-KU TOKYO, JAPAN

Phone:　₊81 03-3447-1111

URL: <https://www.princehotels.com/takanawa/>

|  |  |  |
| --- | --- | --- |
| **Room Type** | **Room Rate with Breakfast** | **Room size** |
| **Single** |
| Deluxe Twin or King | 20,700 JPY | 32.1 sq.m |
| Superior Twin or Double | 15,600 JPY | 21.1-24.4 sq.m |
| Club Deluxe Twin or King | 27,700 JPY | 32.1 sq.m |

* Rates are inclusive of an International breakfast and free Wi-Fi in room
* Rates are inclusive of service charge and tax per room per night
* Check in/15:00 Check Out/11:00
* All rooms are Non-smoking
* **Guest who stays as quarantine can not go out from guest room in that period. Please order In room dining (Extra charge) or arrange food delivery service by yourself.**

**2)** **SHINAGAWA Prince Hotel (5 minutes walk from conference venue)**

* Address: 10-30 Takanawa 4-chome, Minato-ku Tokyo, 108-8611 Japan
* Phone:　₊81 03-3440-1111
* URL: <https://www.princehotels.com/shinagawa/>

|  |  |  |
| --- | --- | --- |
| **Room Type** | **Room Rate with Breakfast** | **Room size** |
| **Single** |
| Main tower Twin | 12,806 JPY | 21.0 sq.m |

* Rates are inclusive of an International breakfast and free Wi-Fi in room
* Rates are inclusive of service charge and tax per room per night
* Check in/15:00 Check Out/11:00
* Both of Non-smoking room and Smoking room are available.
* **Guest who stays as quarantine can not go out from guest room in that period. Please reserve with 3meals plan (13,600JPY) or arrange food delivery service by yourself.**

Reservation

Please send BOOKING FORM to hotel by E-mail address below.

|  |
| --- |
| Grand Prince Hotel Takanawa & Shinagawa Prince Hotel Sales Department  Person in charge: Shingo Takeda (Mr.) [shi-takeda@princehotels.co.jp] Please include CC: [tkn-copsales@princehotels.co.jp] |
| BOOKING FORM |

Note1: Deadline of reservation from this form is **Thursday, 28April**.

Note2: Since there is no blocked room for participants in advance, some types of rooms may not be available due to full occupancy. Participants are recommended to book as soon as possible.

Note3: If you have any questions or special requests, contact hotel directly by e-mail below.

<Shingo Takeda (Mr.) > [shi-takeda@princehotels.co.jp](mailto:shi-takeda@princehotels.co.jp)

**MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINES**

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

Members, Associate Members, Affiliate Members and International Organizations that wish to submit contribution to the event should prepare their contribution(s) in Microsoft Word and/or PowerPoint, English Version and send it to [aptpp@apt.int](mailto:aptwtdc@apt.int). **The deadline for submission of the contributions is 29 April 2022.**

**WIRELESS LAN**

Internet Access over wireless network will be available during the meeting. Physical participants who wish to utilize wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

**TRANSPORTATION FROM THE AIRPORT TO THE HOTEL**

From Narita Airport to Grand Prince Hotel Takanawa & Shinagawa Prince Hotel

●Narita Airport Limousine

\*\*\* Temporarily suspension of service due to COVID-19\*\*\*

Please get the latest information form Web site of Airport limousine bus.

<https://webservice.limousinebus.co.jp/web/en/Top.aspx>

●JR Narita Express (N’EX) Train

It takes about 70 min by JR Narita Express (N’EX) Train from Narita Airport to Shinagawa Station and a 5-minute walk from the Takanawa exit of Shinagawa Station to Grand Prince Hotel Takanawa & Shinagawa Prince Hotel.

URL: <https://www.jreast.co.jp/e/nex/>

From Haneda Airport to Grand Prince Hotel Takanawa & Shinagawa Prince Hotel

●Haneda Airport Limousine Bus

\*\*\* Temporarily suspension of service due to COVID-19\*\*\*

Please get the latest information form Web site of Airport limousine bus.

URL: <https://webservice.limousinebus.co.jp/web/en/Top.aspx>

●Keikyu Line (Train)

From Haneda Airport International Terminal Station to Shinagawa Station on Keikyu Line, it takes 12 minutes at the fastest and a 5-minute walk from the Takanawa exit of Shinagawa Station.

URL: <https://www.haneda-tokyo-access.com/en/>

**VISA AND IMMIGRATION INFORMATION**

Currently, all foreign nationals who wish to newly enter Japan, need to apply for a visa. Please check the visa requirements with your nearest Embassy of Japan or Consulate General. Kindly visit the following Web sites for more details.

- <http://www.mofa.go.jp/j_info/visit/visa/index.html>

- <https://www.mofa.go.jp/ca/fna/page22e_000921.html>

You are kindly requested to send the EXCEL file titled “Participant data for ERFS” (Attachment 3) directly to the following E-mail address (Ministry of Internal Affairs and Communications (MIC)) by the deadline on **Friday, 1 April 2022**:

E-mail: [itu-net@ml.soumu.go.jp](mailto:itu-net@ml.soumu.go.jp) cc [aptpp@apt.int](mailto:aptpp@apt.int)

**INSURANCE**

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

**CONTACT INFORMATION:**

For any further information about APT PP22-3, please contact:

**APT Secretariat**

12/49 Soi 5, Chaeng Watthana Road

Lak Si, Bangkok 10210

Thailand

Phone: +66 2 573 0044

Fax: + 66 2 573 7479

Email: [aptpp@apt.int](mailto:aptwtdc@apt.int)

**Attachments:**

Attachment 1: Border Measures in Japan (as of Mar 1, 2022)

Attachment 2: List of Designated Countries (as of Mar 2, 2022)

Attachment 3: Participant data for ERFS