|  |  |  |
| --- | --- | --- |
| **APTlogogreen3** | **The 23rd Meeting of South Asian Telecommunication Regulators' Council (SATRC-23)**  14 –16 November 2022, Tehran, Islamic Republic of Iran | 001 |

INFORMATION FOR PARTICIPANTS

The 23rd Meeting of South Asian Telecommunication Regulators' Council (SATRC-23) will be held from 14 to 16 November 2022 in Tehran, Islamic Republic of Iran with physical attendance as well as virtual/online participation through Zoom meeting platform (i.e., hybrid meeting). The meeting will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Communications Regulatory Authority (CRA) of Islamic Republic of Iran. Please, find the following information for the convenience of participants:

1. MEETING VENUE

The SATRC-23 will be held at the **Eyvan Hall of Espinas Palace Hotel** in Tehran, Islamic Republic of Iran. The details of the hotel are as follows:

**Espinas Palace Hotel**

Address: No.33 Alley, Abedi Street, Behroud Sq., Saadat Abad, Tehran, Iran

Tel: [+98 21 75 675 000](tel:+982175675)

Fax: +98 21 75 675 365

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

2. PARTICIPATION

All SATRC Members and Affiliate Members of APT in SATRC countries can attend the meeting. Other APT members who are not from the SATRC Member countries can attend SATRC meetings as Observers.

Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend the meetings of SATRC on the same basis as they attend other APT meetings.

Non-APT members may be invited to participate in the SATRC Meetings as a guest at the discretion of the Chair of SATRC and the Secretary General. Other Non-Members can attend the meetings as an “Observer” by paying a Registration Fee of USD 250 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 meetings. Please contact APT Secretariat for further details.

3. REGISTRATION

For both physical and virtual/online attendance, registration can be done online at <http://www.apt.int/content/online-registration> preferably by **17 October 2022** for making necessary arrangements.Please indicate in the registration form whether you will attend in person or virtually. **Only the registered participants are entitled to attend the meeting.**

**4. HOTEL ACCOMMODATION AND RESERVATION**

**i)** **Espinas Palace Hotel (Recommended Accommodation)**

For the logistic arrangements and convenience of the participants, the below mentioned hotel is recommended for staying during SATRC-23. **Room reservations at Espinas Palace Hotel should be made directly by the participants through the** [**LINK**](https://secure.phobs.net/book.php?page=availability&companyid=435&hotelid=2765&checkin=2022-11-11&checkout=2022-11-12&crcid=e7f51ac98a5104a4137f180eac5e74fb) **using the code ESP190** whichis exclusively offered for the delegates participating in SATRC-23. For any other assistance, you may contact the CRA contact point Ms. Bita Khorrami ([khorrami@cra.ir](mailto:khorrami@cra.ir)). The hotel details are mentioned below:-

Address: No.33 Alley, Abedi Street, Behroud Sq., Saadat Abad, Tehran, Iran

Phone: [+98 21 75 675 000](tel:+982175675)

Email: [Reservations.center@espinashotels.com](mailto:Reservations.center@espinashotels.com)

URL: <https://www.espinashotels.com/hotels/palace/index>

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Standard Room | 190 Euro | 190 Euro | Reservation can be made through [**LINK**](https://secure.phobs.net/book.php?page=availability&companyid=435&hotelid=2765&checkin=2022-11-11&checkout=2022-11-12&crcid=e7f51ac98a5104a4137f180eac5e74fb) using Code: **ESP190** |

* *Rates are inclusive of an international buffet breakfast and free Wi-Fi in room*
* *Rates are inclusive of service charge and tax per room per night*
* *Check in/out time:***15:00/11:00**

For more information regarding hotel reservation, please contact directly with the hotel and send a copy to the Local Secretariat.

**ii)** **Parsian Azadi Hotel (Alternate Accommodation)**

Parsian Azadi Hotel is recommended in order to enjoy more reasonable prices. **Reservations at this hotel must be made through the CRA contact point.** Please send the scanned copy of the passport along with the air ticket to Ms. Bita Khorrami ([khorrami@cra.ir](mailto:khorrami@cra.ir)) for reservation. The payment may be done in cash upon arrival to the Hotel. **Transportation will be provided by CRA from Parsian Azadi Hotel to the venue of the meeting.** The hotel details are mentioned below:-

Address: Yadegar-e-Emam Intersection, Chamran Highway, Tehran, Iran

Phone: + 98 21 29112

Email: [Reservation.azadi@gmail.com](mailto:Reservation.azadi@gmail.com)

URL: <https://azadihotel.com/page/en>

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Business Room | 105 Euro | 105 Euro | Reservation must be made through CRA contact point |
| First Class Room | 110 Euro | 110 Euro | Reservation must be made through CRA contact point |

* *Rates are inclusive of an international buffet breakfast and free Wi-Fi in room*
* *Rates are inclusive of service charge and tax per room per night*
* *Check in/out time:* **14:00/12:00**

5. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and provisional meeting documents will be available at the APT Website: <https://www.apt.int/2022-SATRC23>.

The administrations/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 send it to [aptsatrc@apt.int](mailto:aptsatrc@apt.int) for appropriate documentation. **The deadline for submission of contribution(s) is** **7 November 2022**.

**6. 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.

**7.**

**VISA AND IMMIGRATION REQUIREMENTS**

Participants must have a valid passport or travel document with a minimum validity of six months beyond the period of stay and need to obtain visa before entering the country. In order to obtain visa, you need to obtain **‘CODE’**.

At first, all participants are requested to send the filled-in ‘CODE Request Form’ along with scanned copy of passport and photograph to CRA. After necessary arrangements with the Iranian Ministry of Foreign Affairs, CRA will send the ‘CODE’ to the participants. Then the participants can obtain necessary visa from the Embassies of the Islamic Republic of Iran in their respective countries. Other participants, who do not have Iranian Embassy in their countries, can obtain their entry visas upon arrival at the Imam Khomeini International Airport (IKA) in Tehran, however, they need to obtain the ‘CODE’ from CRA as well.

The contact point for visa-related issues in the host country is:

**Ms. Bita Khorrami**

Tel: +9821-89662212

Fax: +9821-88468999

Email: [khorrami@cra.ir](mailto:khorrami@cra.ir)

***To obtain the ‘CODE’, please fill up the attached ‘CODE Request Form’ and send it to the above contact point along with a scanned copy of your passport and photograph. It is recommended that the form should be sent to the contact point at least 1 (one) month before the arrival in Tehran, Iran.***

******

**8. COVID-19 RELATED MEASURES**

All inbound passengers entering Tehran, Iran must have:

* A COVID-19 vaccination certificate in English showing that they were fully vaccinated at least 14 days before departure from the first embarkation point; or
* A negative COVID-19 PCR or RT-PCR test taken at most 72 hours before departure from the first embarkation point.

9. ISLAMIC REPUBLIC OF IRAN: A BRIEF PROFILE

Islamic Republic of Iran with an area of 1,648,195 square km is located in the South-Western Asia and heart of Middle East; and as a bridge, it connects Caspian Sea to Persian Gulf and now it is accounted as the leading country of science and technology among Islamic countries. This strategic political, cultural and geographical situation results in a superb position that culminates in a pole of transmission of voice and data in the region.

Area: 1,648,195 square km  
Population: around 83 million (2020)  
Capital: Tehran  
Official Language: Farsi (Persian)  
Religious: Islam 98%, others 2%  
Currency: Rial

10. WEATHER:

Tehran's weather is in its most balanced state in the autumn season. There is no excessive heat or cold in this season, and sometimes we may see autumn rains. During the month of November in Tehran, maximum temperatures average is +17°C and minimum temperatures average is +8°C.

11. LANGUAGE

The Official language in Iran is absolutely Farsi (Persian). The Second language widely spoken in Iran is English.

12. TIME ZONE

Tehran is UTC (GMT) +3.30 hours

**13. BANKS & CURRENCY**

Currencies including United States Dollar, Euro, Canadian Dollar, Swiss Franc, British Pound, Yen, etc. can be exchanged to Iranian Currency (RIAL) in the airport at the counter of the Bank Melli Iran located in the baggage hall or in exchange centres in the city of Tehran.

**Credit cards are not accepted by hotels and stores.** All expenses are payable **IN CASH ONLY,** either in Rials or USD or Euro. For shopping, all shopping centres only accept Rial.

14. ELECTRICITY

Iran’s electricity system runs on 220V/50Hz and the plugs are standard C and E plugs (two-pin type). Participants are advised to bring with them appropriate adaptor plugs, as necessary for computers (European configuration) and any other electrical appliance.

15. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

The Imam Khomeini International Airport (IKA) is around 80 minutes away from the recommended hotels. CRA will arrange transportation from the airport to the above-mentioned hotels and back to airport for the participants upon prior intimation. To avail this facility, participants are kindly requested to send their flight itineraries through email to Ms. Bita Khorrami ([khorrami@cra.ir](mailto:khorrami@cra.ir)) with a copy to APT secretariat ([aptsatrc@apt.int](mailto:aptsatrc@apt.int)) preferably 7 (seven) days prior to the date of travel.

16. INSURANCE AND MEDICAL EXPENSES

Due to procedural difficulties and budgetary constraints, APT and CRA will not be able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT therefore requests Administrations/Organizations to kindly make necessary arrangements for insurance and medical coverage for the entire travel period of the participants before travel.

**17. IRANIAN CUSTOMS AND DRESS CODES**

In general, care should be taken to respect Islamic codes of dress and behaviour. Female participants are required to wear a headscarf and long manteau. The Manteau is indeed a relatively long coat or mantle. It is only important that the hair, arms and legs of women are covered, and therefore wearing of long-sleeved long shirts (or long coats) with trousers or a long skirt, with a headscarf, would be sufficient. To avoid complications on arrival at customs, all the participants should refrain from carrying alcohol or narcotic drugs, which are strictly prohibited in Iran.

18. CONTACT INFORMATION

|  |  |
| --- | --- |
| **APT Secretariat**  Asia-Pacific Telecommunity (APT)  Address: 12/49 Soi:5 Chaeng Watthana Road, Bangkok 10210, Thailand  Tel: +66 2 573 0044  Fax: +66 2 573 7479  E-mail: [aptsatrc@apt.int](mailto:aptsatrc@apt.int) | **Local Secretariat**  Ms. Bita Khorrami  Head of International Affairs Department  Communications Regulatory Authority (CRA)  Address: CRA Tower, Entrance NO.17, Shariati St., Seyed Khandan Bridge, Tehran, Iran  [Tel: +9821-89662212](Tel:+8809611111)  Fax: +9821-88468999  Email: [khorrami@cra.ir](mailto:khorrami@cra.ir) |