

**The 46thSession of the Management Committee of the APT**

13 to 16 December 2022, Bangkok, Thailand

**Seminar on Progress in APT for the year 2022**

12 December 2022, Bangkok, Thailand

**INFORMATION FOR PARTICIPANTS**

The 46th Session of the Management Committee of the Asia-Pacific Telecommunity (MC-46) will be held with physical attendance as well as virtual/online participation through APT Zoom meeting platform (i.e., hybrid meeting) from 13 to 16 December 2022. The MC-46 will be preceded by the Seminar on Progress in APT for the year 2022 (SPA-2022) on 12 December 2022 (hybrid meeting).

The detailed arrangements are as follows:

1. **VENUE**

The MC-46 and SPA-2022 will be held at the Amari Watergate Bangkok. The contact details of the hotel are as follows:

 **Amari Watergate Bangkok**

Address: 847 Petchburi Road, Bangkok 10400, Thailand

 Tel: Tel: +66 2 653 9000

 URL: <https://www.amari.com/watergate>

1. **MEETING PLATFORM FOR VIRTUAL/ONLINE PARTICIPATION**

MC-46 will be organized virtually by using APT Zoom Meeting. The Introduction to APT Zoom Meeting for MC-46 is attached. Detailed information to access the virtual meeting will be sent directly to registered participants in due course.



1. **LETTER OF NOMINATION FOR ATTENDING MC-46**

According to Rules 6 and 7 of the Rules and Procedure of the Management Committee, each Member and Associate Member shall be represented at the Management Committee by a nominated representative. The nomination shall be made in writing to the Secretary General by an official at an appropriate level representing a Member or an Associate Member. The representative may be accompanied to the meeting by alternate representatives and advisers.

An Affiliate Member may participate in the deliberations of the Management Committee as an observer.

According to Rule 8 of the Rules of Procedure of the MC, the letter of nomination of representative should be deposited with the Secretary General. The original letter of nomination of representative of each Member and Associate Member can be posted to the APT Secretariat Office to the address as shown below at the earliest possible or delivered by your representative at the meeting venue. The original nomination letter should be received by the APT Secretariat before **13 December 2022**.

Secretary General

Asia-Pacific Telecommunity

12/49 Soi 5, Chaeng Watthana Road,

Thungsonghong, Lak Si,

Bangkok 10210, Thailand

In order to facilitate the arrangement for MC-46, Members and Associate Members are kindly requested to send in advance the copy of the letter by email to aptgamc@apt.int or by fax to +66 2 573 7479.

1. **REGISTRATION AND NAME BADGES**

Registration of representative(s) can be done online at <https://www.apt.int/content/online-registration>. Preferred date to receive your registration by APT Secretariat is **21 November 2022** for making necessary arrangements. Please be advised that the name of the online registration should be listed on the nomination letter mentioned above, otherwise such an online registration would be considered invalid.

In case online registration cannot be done, please send the name of the representative(s) by

e-mail to aptgamc@apt.int or fax to +662 5737479, preferably by 21 November 2022.

**Time to join the meeting for virtual/online participation**

* Participants are encouraged to log in 30 minutes before starting of the meeting to get clearance of the attendance of the meeting as well as to test the quality of connection, especially audio and video.

- After log-in, all participants will be directed to a waiting room before accepting to join the meeting. Only representatives who are registered as well as listed in the Letter of Nomination will be allowed to enter the APT-Zoom meeting for MC-46.

**On-site registration and distribution of badges for physical attendance**

On-site registration and distribution of badges for physical attendance will commence from 08:30 hrs. on Monday 12 December 2022 for the SPA-2022 and from 08:30 hrs. on Tuesday 13 December 2022 for the MC-46. The registration desk will be located outside the meeting room. Participants are required to bring their passports or other photo identification to receive their badges.

1. **TIME MANAGEMENT PLAN**

The Time Management Plan for MC-46 will be posted on the APT website at <https://www.apt.int/2022-MC46> for advance information.

1. **HOTEL ACCOMMODATION AND RESERVATION**

**Amari Watergate Bangkok** is recommended for participants to stay during the meeting. Please make your hotel reservation in order to be eligible for the special rates given below at the earliest possible date or not later than **1 November 2022**.The Amari Watergate Hotel has created hotel reservation online for this meeting.

**Please make hotel reservation online at:** [**Group APT2022**](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbe.synxis.com%2F%3Fadult%3D2%26arrive%3D2022-12-11%26brand%3DAM%26chain%3D21906%26child%3D0%26config%3DGLBLAMR%26currency%3DTHB%26depart%3D2022-12-17%26gtm%3DGTM-RRV5%26hotel%3D77241%26level%3Dhotel%26locale%3Den-US%26promo%3DAPT%25202022%26rate%3DGCORF%26rooms%3D1%26sortproductby%3DRate%26start%3Davailresults%26theme%3DAMR%26wihpid%3D172317&data=05%7C01%7CWarrawan%40APT.INT%7C1c9d25af9e6f405e258408daa125e715%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C637999481460686042%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lOXr1samjg7XAGm6nXwVSyvdXq9h1F6LOQNpNcuw1Ds%3D&reserved=0)**.**

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| **Room Type** | **Room Rate** |
| Deluxe room (Single) | THB 3,100 net  |
| Deluxe room (Double) | THB 3,400 net |
| Premier Room (Single) | THB 3,800 net  |
| Premier Room (Double) | THB 4,100 net |

*\* Room rates are inclusive of breakfast and WIFI and inclusive of government tax and service charge, currently at 17.7%.*

The above-mentioned types of room are available on a first come first served basis. Participants are recommended to make early reservations in order to get the rooms of their choice. The hotel cancellation policy is as follows:

Cancellation Policy

Flexible cancellation up to 72 hours prior to arrival. You will be charged the full stay if cancelled within 72 hours

Check In Time: 14:00 hrs.

Check Out Time: 12.00 noon

Access prior to 2.00pm:

Pre-registration from night before at a full nights contracted room rate (Subject to availability)

Late Check out up to 2.00 pm:

50% of the contracted group rate will be applicable. (Subject to availability)

Late Check Out after 2.00pm:

Full contract rate for that night

All bookings must be secured by a major credit card.

**Due to the limited availability of rooms, APT Secretariat may not be able to guarantee hotel reservation and special rates after 1 November 2022.**

1. **VISA AND IMMIGRATION INFORMATION**

Thailand’s visa requirements may vary for the citizens of different countries. Please check the visa requirements with a Royal Thai Embassy or a Royal Thai Consulate-General in your respective country in advance. Kindly visit <https://consular.mfa.go.th/th/page/cate-7393-general-information?menu=5d68c88d15e39c160c00827e> for more details.

If you require a visa supporting letter from the APT, please contact aptadmin@apt.int.

1. **MEETING DOCUMENTS**

All meeting documents for the MC-46 will be posted on the website at: <https://www.apt.int/2022-MC46>.

Should any delegation wish to submit documents to the meeting, please contact the APT Secretariat at aptgamc@apt.int.

According to Rule 14 of the Rules of Procedure of the Management Committee of the Asia-Pacific Telecommunity, any Member who wishes to introduce a new proposal during the session should provide a written proposal to the meeting through the Secretary Generalat least 24 hours before the discussion, unless the Management Committee decides otherwise.

Meeting documents for the Seminar on Progress in APT for the year 2022 will be posted on the website at: https://www.apt.int in due course.

1. **WIRELESS LAN**

Internet Access over wireless network will be available during the meeting in all meeting rooms. Participants who attend physically and wish to utilize wireless LAN facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

1. **TRANSPORTATION FROM THE AIRPORT TO THE HOTEL**

Physical participants are requested to use public transportation facilities of the Suvarnabhumi International Airport, Thailand. For more information, please visit website: <http://www.bangkokairportonline.com/>.

For your general information, the following transportations are available from Suvarnabhumi International Airport to the Hotel:

* Public Meter Taxi is located on 1st floor of the Arrival Hall, entrance 4 and 7. Fare shown on meter, plus THB 50 surcharge for boarding at the airport.
* Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.
* Hotel Limousine
* Toyota Camry: 2,000 THB net per car per way (max. 2 persons)
* Toyota Commuter Van: 4,500 THB net per car per way (max. 6 persons)

It takes about 50 minutes by car from Suvarnabhumi International Airport to the hotel via express way.

1. **INSURANCE**

APT will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. APT requests Administrations/Organizations to kindly make necessary arrangements for medical, travel insurance and others covering the whole period of the event and overseas travel for the participant.

1. **CONTACT INFORMATION:**

**APT Secretariat**

Asia-Pacific Telecommunity (APT)

12/49 Soi 5 Chaeng Watthana Road

Thung Song Hong, Laksi

Bangkok 10210, Thailand

Tel: +662 573 0044 ext 135 Fax: +662 573 7479

Email: aptgamc@apt.int

1. **MAP OF THE HOTEL**

For map of Amari Watergate Hotel: please click this below link:

<https://www.amari.com/watergate/hotel-overview/location>

**Hotel name in Thai language to be shown to taxi driver:**

**“โรงแรมอมารี วอเตอร์เกท กรุงเทพฯ”**

***Note:*** *Many taxi drivers do not have a clear understanding of English. Therefore, please collect the hotel card and show to the taxi driver on your return to the hotel.*

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