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**The 35th APT Standardization Program Forum (ASTAP-35)**

17 - 20 April 2023

**The 1st Meeting of APT Preparatory Group for WTSA-24 (APT WTSA24-1)**

21 April 2023

Bangkok, Thailand (Hybrid)

**INFORMATION FOR PARTICIPANTS**

The 35th APT Standardization Program Forum (ASTAP-35) is scheduled to be held from 17 to 20 April 2023 in Bangkok, Thailand. The 1st Meeting of APT Preparatory Group for WTSA-24 (APT WTSA24-1) will be held immediately after the ASTAP-35 on 21 April 2023 in the same venue. These events will be organized by the Asia-Pacific Telecommunity (APT) with physical attendance as well as virtual/online participation through Zoom meeting platform (i.e., hybrid meeting).

Please find the following information for the convenience of participants.

**VENUE**

The ASTAP-35 and APT WTSA24-1 will be held at the Royal Orchid Sheraton Hotel & Towers, Bangkok, Thailand. The contact details of the hotel are as follows:

 **Royal Orchid Sheraton Hotel & Towers**

Address: 2 Charoen Krung Road Soi 30 (Captain Bush Lane),

Siphya, Bangrak, Bangkok, Thailand, 10500

 **Telephone:** +66 (0)2 2660 123

**Telefax:** +66 (0)2 6395 480

**Website:** <https://www.marriott.com/hotels/hotel-information/bkksi-royal-orchid-sheraton-hotel-and-towers/>

**PARTICIPATION**

All APT Members, Associate Members, Affiliate Members, International/Regional Organizations, and Eligible Non-Members can attend the meetings by registering online [through](file:///%5C%5Captserv%5CSupitcha%5CMeetings%202019%5CWTSA20%2BASTAP31%5Cthrough) the APT Website.

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:** With the discretion of the Chair of ASTAP and WTSA and the Secretary General of APT in consultation with the relevant Member Administration as appropriate, Non-Members can attend the meetings as an “Observer” by paying a Registration Fee of **USD 500** 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 payment details.

For physical attendance, the Attachment 1 provides some relevant information as of 10 January 2023. Please check the latest information with relevant authorities and organizations as the conditions may change. Since the number of physical attendances influences some preparations for the meeting venue and other arrangements, your administration/organization is kindly requested to register delegates for physical attendance preferably by the date specified in the following section.

Virtual participation will be arranged by using Zoom meeting platform. Detail information for virtual participation will be sent to the registered delegates who wish to attend virtually.

**REGISTRATION**

For both physical and virtual/online attendance, registration can be done online at <https://www.apt.int/content/online-registration>, preferably by **3 April 2023** for making necessary arrangements. Please indicate in the registration form whether your delegate will attend in person or virtually. **Only the registered participants are entitled to attend the meetings**.

**TENTATIVE SCHEDULE OF THE MEETINGS AND MEETING MODE**

All meetings of ASTAP Working Group (WG) and Expert Group (EG) will be held in physical (face-to-face) mode. However, hybrid mode will be provided to Plenary sessions of ASTAP-35, ASTAP Industry Workshop (on 17 April 2023) and APT WTSA24-1 (21 April 2023). The detailed schedule of ASTAP WG and EG meetings will be made available on ASTAP-35 website at <https://www.apt.int/2023-ASTAP35>.

**HOTEL ACCOMMODATION AND RESERVATION**

Royal Orchid Sheraton Hotel & Towers is recommended for all participants to stay during the meetings. Please make your hotel booking in order to be eligible for the special rates given below at the earliest possible date or not later than **16 March 2023**. The Royal Orchid Sheraton Hotel & Towers has created hotel reservation online for the APT’s participants.

Please make hotel reservation online through the link provided below:

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| --- |
| [**Book your group rate for ASTAP35 Meeting April 16-21, 2023**](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.marriott.com%2Fevents%2Fstart.mi%3Fid%3D1675759691747%26key%3DGRP&data=05%7C01%7CWarrawan%40apt.int%7Cbf237b668b774fa75c9708db09b0b186%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638114427791379845%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0%2FBXxIwYHUfEwGaTLF2arAjp%2BjOCLQnSlZqr8LoEU1I%3D&reserved=0) |

| **Rooms** | **Single Rate** | **Twin Rate** |
| --- | --- | --- |
| Deluxe Riverview Room | THB 3,900 net/room/night | THB 4,200 net/room/night |
| Premium Deluxe Riverview Room(High floor) | THB 4,200 net/room/night | THB 4,500 net/room/night |
| Jr Suite Room  | THB 6,800 net/room/night | THB 7,100 net/room/night |

*\*\* These group room rates are inclusive of high speed internet access, daily buffet breakfast, 10% service charge and applicable government tax 7%.*

*\*\* Check in at 15:00 hours; check out before 12:00 hours.*

Each type of room is available on a first come first served basis. Participants are recommended to make early reservation in order to get the room of their choice. All bookings must be secured by major credit card. **Any cancellation which is less than 72 hours before the scheduled arrival date will be charged penalty fee of one night room charge**.

Due to the limited room availability, APT Secretariat may not be able to guarantee hotel reservation and special rates after the closing date: **16 March 2023**.

**CONDITIONS FOR TRAVELING TO THAILAND (AS OF 10 JANUARY 2023)**

* **Please refer to Attachment:**

Attachment 1: Conditions for traveling to Thailand as of 10 January 2023

* Please check with a Royal Thai Embassy or Royal Thai Consulate General in your country for updated information on the requirements for travelling to Thailand at the time of making your travel arrangements.

* APT Secretariat 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 participants to kindly make necessary arrangements for medical, travel insurance and others covering the whole period of the event and overseas travel.

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

Related information about the meetings and meeting documents will be available at the APT Website at <https://www.apt.int/2023-ASTAP35> and <https://www.apt.int/2023-WTSA24-1>.

APT members and International/Regional Organizations who wish to submit contribution on the agenda items should prepare their contribution in Microsoft Word and/or PowerPoint, English version and in proper template provided by APT Secretariat and send it to aptastap@apt.int (for ASTAP-35) or aptwtsa@apt.int (for APT WTSA24-1). The template will be posted on the APT website. **The deadline for submission of contributions is 10 April 2023 (for ASTAP-35) and 14 April 2023 (for APT WTSA24-1).**

**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.

**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

Camry Baht 1,800 net/way/car

Toyota Commuter Baht 2,550 net/way/van

Mercedes Benz E Class Baht 2,500 net/way/car

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

**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.

**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.

**CONTACT INFORMATION**

For any further information about the meetings, 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: aptastap@apt.int

**MAP OF THE ROYAL ORCHID SHERATON HOTEL & TOWERS**

Address: 2 Charoen Krung Road Soi 30 (Captain Bush Lane), Siphya, Bangrak,

 Bangkok 10500, Thailand

For map of the hotel, please use the following link or QR code:

[Royal Orchid Sheraton Hotel & Towers - Google Maps](https://www.google.com/maps/place/Royal%2BOrchid%2BSheraton%2BHotel%2B%26%2BTowers/%4013.7295688%2C100.5137302%2C18z/data%3D%214m9%213m8%211s0x30e298dbe5802de5%3A0xa3ae6fc70b8bc6cb%215m2%214m1%211i2%218m2%213d13.7290939%214d100.5139043%2116s/g/1z3t2278y)



**Attachment 1**

