**The 31st Meeting of APT Wireless Group (AWG-31)**

22 – 26 May 2023, Ha Noi, Socialist Republic of Viet Nam

**INFORMATION FOR PARTICIPANTS**

The 31st Meeting of APT Wireless Group (AWG-31) is scheduled to be held from 22 to 26 May 2023 in Ha Noi, Socialist Republic of Viet Nam with physical attendance as well as virtual/online participation through Zoom meeting platform (i.e., hybrid meeting). The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Information and Communications (MIC) of the Government of Socialist Republic of Viet Nam.

Please find the following information for the convenience of participants:

1. **MEETING VENUE**

The AWG-31 will be held at the Melia Ha Noi Hotel in Ha Noi, Socialist Republic of Viet Nam. The contact details of the hotel are as follows:

Melia Ha Noi Hotel

Address: 44B Ly Thuong Kiet Street, Tran Hung Dao Ward, Hoan Kiem District, Ha Noi

Tel: (+84) 24 3934 3343  
Fax: (+84) 24 3934 3344

Email: [rsvn@meliahanoi.com.vn](mailto:rsvn@meliahanoi.com.vn)

Website: <https://www.melia.com/vi/hotels/vietnam/hanoi>

2. PARTICIPATION

APT Members, Associate Members, Affiliate Members and International/Regional Organizations can attend the meeting by registering online. Member Administrations and International/Regional Organizations are requested to send the official list of delegations for the meeting and to nominate Head of Delegation (HoD) and Alternate HoD. If any APT Affiliate Member is included in the national delegation, please clearly mention in the list of delegation.

**Participation of Non-Members:**  With the discretion of the Chair of AWG 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**.**

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.

**3. REGISTRATION**

For both physical and virtual/online attendance, registration can be done online at <https://www.apt.int/content/online-registration>, preferably **by 24 April 2023** for making necessary arrangements. **Only the registered participants are entitled to attend the meeting**.

**4. HOTEL ACCOMMODATION & RESERVATION**

The following hotels are recommended for participants to stay at during the meeting. Reservation for accommodations can only be made by completing the Hotel Reservation Form and sending it to local secretariat **Ms. Nguyen Thu Huyen, Email:** [awg31@rfd.gov.vn](mailto:awg31@rfd.gov.vn).



**The Hotel link with the PROMOTION CODE for the chosen hotel will be sent to you once the local secretariat received your Hotel Reservation Form.**

**(i) Melia Hanoi Hotel (5-star) (Meeting venue)**

Add: 44B Ly Thuong Kiet Str., Tran Hung Dao Ward, Hoan Kiem District, Ha Noi

Tel: (+84) 24 3934 3343  
Fax: (+84) 24 3934 3344

Email: rsvn@meliahanoi.com.vn

Website: <https://www.melia.com/vi/hotels/vietnam/hanoi>

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| --- | --- | --- | --- |
| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Room ROH | 2,880,000 VND | 2,880,000 VND | * No charge for cancellations or amendments made **by April 20, 2023.** * Cancellations or amendments made **from April 21, 2023 to May 1, 2023** will be charged one night's room rate and tax. * Cancellations or amendments from **May 2, 2023** will be charged 100% of all reserved nights and tax * Cancellations **on Arrival date or No-show** will be charged at 100% of all reserved nights and Tax |

* 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 time: 14:00
* Check out time: 12:00
* All bookings must be secured with a major credit card**.**
* Hotel reservation and special rates cannot be guaranteed after April 20, 2023 due to limited room availability in the meeting venue.

**(ii) Foreign Relations Hotel (4-star) (Alternative Accommodation)**

Address: 33C Pham Ngu Lao Str., Phan Chu Trinh Ward, Hoan Kiem District, Ha Noi  
Tel: (+84) 24 38261639

Email: salesfrhotel@gmail.com

Website: <http://fr-hotel.com.vn/en/>

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| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Room ROH | 1,680,000  VND | 1,680,000  VND | * No charge for cancellations or amendments made **by May 15, 2023.** * Cancellations or amendments made **after May 15, 2023** will be charged 100% of all reserved nights and tax. * Cancellations **on Arrival date or No-show** will be charged at 100% of all reserved nights and Tax |

* 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 time: 14:00
* Check out time: 12:00
* All bookings must be secured with a major credit card**.**
* A scheduled shuttle bus service will be provided daily to and from Foreign Relations Hotel and Melia Ha Noi Hotel.

**(iii) Hoa Binh Hotel (3 - star) (Alternative Accommodation)**

Address: 27 Ly Thuong Kiet Str., Hang Bai Ward, Hoan Kiem District, Ha Noi

Tel: (+84) 24 3825 3315

Email: reservation2@hoabinhhotel.com

Website: <https://hoabinhhotel.com>

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| --- | --- | --- | --- |
| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Room ROH | 1,125,000  VND | 1,125,000  VND | * No charge for cancellations or amendments made **by April 20, 2023.** * Cancellations or amendments made **from April 21, 2023 to May 6, 2023** will be charged 50% of all reserved nights and tax * Cancellations or amendments from **May 7, 2023** will be charged 100% of all reserved nights and tax. * Cancellations **on Arrival date or No-show** will be charged at 100% of all reserved nights and Tax |

* 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 time: 14:00
* Check out time: 12:00
* All bookings must be secured with a major credit card**.**

**5. VISA AND IMMIGRATION INFORMATION**

Visas are exempted for the citizens of the countries which have signed a bilateral or unilateral visa exemption agreement with Viet Nam. The countries whose citizens are exempt from visas are listed on <http://lanhsuvietnam.gov.vn/default.aspx>

A business visa will usually require a **Visa Approval Letter** (Visa Reference Number) which will be sent directly from Vietnamese Immigration Department to the relevant Vietnamese consulate or embassy. It takes at least 3 weeks to process the internal Visa Approval Letter (Visa Reference Number) for the applicant.

If you require a **visa support letter**, please fill in the form Hotel Reservation & Visa Support Form and send it to local secretariat email at [awg31@rfd.gov.vn](mailto:awg31@rfd.gov.vn).



**Electronic visa (E-visa)** is one of visa types issued to foreigners by Vietnamese Immigration Department via electronic system. Vietnam E-visa is valid for maximum of 30 days, single entry. Outside Vietnam foreigners who want to enter Vietnam can [personally apply for E-visa](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fevisa.xuatnhapcanh.gov.vn%2Fen_US%2Fweb%2Fguest%2Fkhai-thi-thuc-dien-tu%2Fcap-thi-thuc-dien-tu&data=05%7C01%7Ckullasap%40apt.int%7C11cf8ac8b10e49df897f08db3105031d%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638157670006200931%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=bLExIEW9ua7X0kM87CLb5FEsSxA3UR28T7yxTKteBRk%3D&reserved=0) or through the inviting/guaranteeing agencies and organizations. E-visa fee is paid via electronic payment gateway as prescribed by the Immigration Department. The fee will not be refunded if the application is refused.

[List of Countries](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fevisa.xuatnhapcanh.gov.vn%2Fdocuments%2F20181%2F117155%2FVietnam-Evisa-nation-list.pdf%2F21e0f88f-d8a0-48b8-bfdb-a0f82b0853e2&data=05%7C01%7Ckullasap%40apt.int%7C11cf8ac8b10e49df897f08db3105031d%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638157670006200931%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mFOc0GR2ltUDG6R6uPg3S0Ix61mQz5XObB33dybkrps%3D&reserved=0) that allowed E-visa issuing.

[List of Ports](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fevisa.xuatnhapcanh.gov.vn%2Fdocuments%2F20181%2F117155%2FList-of-evisa-port.pdf%2Fc774e24b-1ab8-4fb6-9ac1-dcdfaccecf8e&data=05%7C01%7Ckullasap%40apt.int%7C11cf8ac8b10e49df897f08db3105031d%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638157670006200931%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=kvKNsk1SEe%2F5Gaf1dv0uu1F1e2YYVgz1SsIiuY4c6XQ%3D&reserved=0) that allowed foreigners enter and exit Vietnam by E-visa.

Conditions for being granted e-visa:

· Outside Vietnam foreigners;

· Holding valid passport;

· Not falling into the cases of suspension from entry prescribed in [Article 21](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fevisa.xuatnhapcanh.gov.vn%2Fdocuments%2F20181%2F117155%2FImmigrationLaw.pdf%2F895ea818-aabf-453f-9c1e-0ccfb8acfbec&data=05%7C01%7Ckullasap%40apt.int%7C11cf8ac8b10e49df897f08db3105031d%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638157670006200931%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gv6NCU9ByZs290tQcvR7Uc0skrVLjNim4KiQT77ZXhw%3D&reserved=0) of Law on foreigners' entry into, exit from, transit through, residence in Vietnam.

For more information, please visit link at:  [Vietnam evisa - National portal on Immigration (xuatnhapcanh.gov.vn)](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fevisa.xuatnhapcanh.gov.vn%2Fweb%2Fguest%2Ftrang-chu-ttdt&data=05%7C01%7Ckullasap%40apt.int%7C11cf8ac8b10e49df897f08db3105031d%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638157670006200931%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=b36q2zyjL8okD9gRRiGUxJyGMBMtAEL0QZ1bxKZAf0g%3D&reserved=0)

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

The Noi Bai International Airport is located in the northwest of capital city of Hà Nọi, 30 km away from the city center. Detailed information about Noi Bai International Airport can be found at: <http://noibaiairport.vn/en>.

It takes about 50 minutes by car or taxi to reach the Melia Ha Noi Hotel and Hoa Binh Hotel and 55 minutes to reach Foreign Relations Hotel from Noi Bai International Airport. Airport taxis are available from Noi Bai International Airport to the Melia Hanoi Hotel, Hoa Binh hotel and Foreign Relations Hotel. The fare is around VND 530,000 (around USD 22).

Delegates need to arrange their own transportation from airport to their respective hotels.

7. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and meeting documents will be available at the APT Website at <https://www.apt.int/2023-AWG31>.

APT members and International/Regional 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 in proper template provided by APT Secretariat and send it to [aptawg@apt.int](mailto:aptawg@apt.int). The template will be posted on the APT website. **The deadline for submission of contribution(s) is 15 May 2023**.

**8. 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.

**9. INSURANCE**

Due to procedural difficulties and budgetary constraints, APT and MIC, Socialist Republic of Viet Nam will not be able to bear any cost of medical expenses or travel insurance for the participants including any measures for Covid-19 such as quarantine, PCR test, etc. Therefore, 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 participants.

**10. PRACTICAL INFORMATION**

**Entry conditions**

Viet Nam has re-opened its border to foreigners and overseas Vietnamese who hold valid permanent residence cards, temporary residence cards, visas, and visa exemption certificates in compliance with the Law on foreigners’ entry into, exit from, transit through and residence in Vietnam.

**Testing requirements**

Passengers are **NOT required** to take Covid-19 test before entering Vietnam as of May 15th, 2022.

**Quarantine regulations**

Within 10 days upon entry, passengers need to adhere to the following recommendations:  
• Self-monitor their health;  
• If passengers exhibit symptoms of Covid-19, please immediately notify the nearest hospitals or clinics for further instructions;  
• Take preventive action such as wearing a mask or cleaning their hands with disinfectant solutions.

**Health declaration**

Passengers entering Vietnam are **NOT required** to make a medical declaration as of April 27th, 2022. However, passengers are required to wear masks during the flights by Vietnamese competent authority.

Please visit this link for more information: <https://www.vietnamairlines.com/vn/en/covid-19/chuan-bi-truoc-chuyen-bay/hanh-trinh-quoc-te>

**Weather**: The average temperature in Ha Noi Capital during May varies from 250C to 320C degrees Celsius.

**Time Zone**: GMT + 7 hours

**Banks & Currency**:

The local currency of Viet Nam is Dong (VND). One United States Dollar (USD) is approximately equal to VND 24,000

For money exchange, banks and money changers are conveniently located over the city and at the airport, as well as at the hotels. Major banks are open from 08.00 a.m. to 04.00 p.m., Monday to Friday. All main credit cards such as VISA, MASTER are welcome.

**Electricity**: The mains voltage in Viet Nam is 220 Volts, 50 Hz AC throughout the country. The power plugs used are of the 2-pin flat or circular.

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| **Wall Plug**  1636-4791-home | **Extended Socket**  20090600591_2OCKD_DaNang |

**11. CONTACT INFORMATION**

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| **APT Secretariat**  ***APT Secretariat***  12/49 Soi 5 Chaeng Watthana Road  Bangkok 10210, Thailand  Tel: +66 2 573 0044  Fax: + 66 2 573 7479  E-mail: [aptawg@apt.int](mailto:aptawg@apt.int) | **Local Secretariat**  ***Ms. Nguyen Thu Huyen***  The Authority of Radio Frequency Management of Viet Nam  Tel: (+84) 24 35564919 ext 502  Mobile: (+84) 904810489  E-mail: [awg31@rfd.gov.vn](mailto:awg31@rfd.gov.vn) |