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**The Preparatory Meeting for the 16th Session of the General Assembly of the APT**

5 November 2023, Bangkok, Thailand

**The 16th Session of the General Assembly of the APT**

6-7 November 2023, Bangkok, Thailand

**The 47thSession of the Management Committee of the APT**

8-11 November 2023, Bangkok, Thailand

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**INFORMATION FOR PARTICIPANTS**

The 16th Session of the General Assembly of the Asia-Pacific Telecommunity (GA-16) and the 47th Session of the Management Committee of the Asia-Pacific Telecommunity (MC-47) will be held from 6 to 7 November 2023 and 8 to 11 November 2023, respectively, in Bangkok, Thailand. The GA-16 and MC-47 will be preceded by the Preparatory Meeting for the 16th Session of the General Assembly of the APT (GA-16 Prep) on 5 November 2023. The GA-16 Prep, GA-16 and MC-47 will be held in the hybrid mode using the APT Zoom account.

The detailed arrangements are as follows:

1. **VENUE**

The GA-16 Prep, GA-16 and MC-47 will be held at the Swissôtel Bangkok Ratchada Hotel, Bangkok, Thailand. The contact details of the hotel are as follows:

**Swissôtel Bangkok Ratchada**

Address: 204 Ratchadapisek Road,

Huay Kwang, Bangkok 10320,

Thailand

Tel: Tel: +66 2 694 2222

URL: <https://www.swissotelbangkok.com/>

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

The GA16-Prep, GA-16 and MC-47 will also be organized virtually by using APT Zoom Meeting. 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.



1. **LETTER OF CREDENTIALS FOR ATTENDING GA-16**

According to the Rules of Procedure of the GA, each Member and Associate Member at the General Assembly shall be represented by an accredited representative. For participation in the GA, representatives should be authorized by a letter of credentials signed by a competent Government authority. A representative may be accompanied to the session of the GA by alternate representatives and advisers.

An Affiliate Member may participate in the deliberations of the General Assembly as an observer.

According to Rule 11 of the Rules of Procedure of the GA, the letter of credentials of representative(s) should be deposited with the Secretary General.

1. **LETTER OF NOMINATION FOR ATTENDING MC-47**

According to the Rules of Procedure of the MC, each Member and Associate Member shall be represented at the MC 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(s) should be deposited with the Secretary General.

**The letter of credential and letter of nomination for the GA-16 and MC-47 should be received by the APT Secretariat before the relevant meeting starts**. They should be addressed to:

Secretary General

Asia-Pacific Telecommunity

12/49 Soi 5, Chaeng Watthana Road,

Thungsonghong, Lak Si

Bangkok 10210, Thailand

It is requested that the copy of the letter of credential and letter of nomination shall be **sent in advance by email to** [**aptgamc@apt.int**](mailto:aptgamc@apt.int)**; or by fax to +662 573 7479**.

1. **REGISTRATION AND NAME BADGES**

Registration of delegates can be done online at <http://www.apt.int/content/online-registration>. **Preferred date to receive your registration by APT Secretariat is 25 September 2023 for making necessary arrangements.**

Please be advised that the name of the online registration should be listed on the Letter of Credential and the Letter of Nomination 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 25 September 2023.

**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 Credential and 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 will commence from 08:30 hrs. on Sunday 5 November 2023 for the GA-16 Prep, from 08:30 hrs. on Monday 6 November 2023 for the GA-16 and from 08:30 hrs. on Wednesday 8 November 2023 for the MC-47. 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. **HOTEL ACCOMMODATION AND RESERVATION**

**Swissôtel Bangkok Ratchada** is recommended for all participants to stay during the meetings. 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 **29 September 2023**.The Swissôtel Bangkok Ratchada has created hotel reservation online for this meeting.

**Please make hotel reservation online at the link provided below.**

[https://www.cognitoforms.com/SwissotelBangkokRatchada/AsiaPacificTelecommunityMeetingReservationFormAtSwissotelBangkokRatchada](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cognitoforms.com%2FSwissotelBangkokRatchada%2FAsiaPacificTelecommunityMeetingReservationFormAtSwissotelBangkokRatchada&data=05%7C01%7CWarrawan%40apt.int%7Cd750d0acb68f41b316c308db9d71a87d%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638276883753465572%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pjklC5CCQaacpsqJD9NBAa4%2F7fZ7sIKSoo8uG%2BCYn1M%3D&reserved=0)

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| **Room Type** | **Room Rate** |
| Swiss Premier Room (Single) | THB 2,900 |
| Swiss Premier Room (Double/Twin) | THB 3,200 |
| Swiss Advantage (Single) | THB 3,200 |
| Swiss Advantage (Double/Twin) | THB 3,500 |
| Swiss Executive (Single) | THB 4,500 |
| Swiss Executive (Double/Twin) | THB 4,800 |

*\*\* Room rates are inclusive of breakfast 6.00am-10.30am., Complimentary Wi-Fi throughout the hotel area and in room., 10% service charge and 7% VAT*

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 booking conditions are as follows:

* Accommodation expense will be settled by individual guest’s account upon departure, the reservation will be guarantee by credit card individually.
* In case of cancellation, if the reservation is not cancelled 72 hours before arrival, the first night will be charged. If the reservation is cancelled less than 24 hours before arrival, the total amount will be charged.
* In case of No Show, the hotel will charge the full amount of your reservation.
* Advance reservation is required. Last minute booking will be subjected to room availability.

CHECK-IN / CHECK-OUT TIME

* Check-in time is 14:00 hrs. on the day of arrival. To guarantee availability for early arrival, we suggest that rooms are reserved for the day prior to arrival.
* Check- out time is 12:00 hrs. or noon on the day of departure. A 50% charge of the group rate will apply for late check-out until 14:00 hrs. After 14:00 hrs. the full group rate will apply.

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 29 September 2023.**

1. **DOCUMENTS AND INTERNET FACILITIES**

All meeting documents for the GA-15 and MC-47 will be posted on the website at: <https://www.apt.int/2023-GA16> and <https://www.apt.int/2023-MC47>.

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

According to Rule 16 of the Rules of Procedure of the General Assembly 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 General at least 24 hours before the discussion, unless the General Assembly decides otherwise.

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 General at least 24 hours before the discussion, unless the Management Committee decides otherwise.

Meeting documents for the GA-16 Preparatory will be posted on the website at <https://www.apt.int/2023-GA16-Prep>.

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 (HOTEL/Suvarnabhumi Airport/HOTEL - One Way):

 Toyota Camry THB 1,700 net per car per way (max 3 persons)

 Benz E-Class THB 2,800 net per car per way (max 3 persons)

 Toyota van commuter THB 2,300 net per van per way (max 7 persons)

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

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](mailto:aptadmin@apt.int).

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. **PRACTICAL INFORMATION**

Bangkok is always among the world’s top tourist destinations. The city is a true tourist paradise, proved by the growing number of travelers coming each year. There are a great variety of tourist places in Bangkok, mostly historical attractions and temples with elaborate architecture and art. Famous temples are Wat Phra Kaew, Wat Pho, Wat Arun, Wat Phu Khao Thong, Wat Ratchanadda, Wat Traimit, Wat Benchamabophit, Wat Bowon, and Wat Sutat.

There are also palaces, museums, parks, and a big array of shopping places, from luxury malls to flea and street markets like Chatuchak Weekend Market, Sampeng Market, and Pahurat Textile Market. Bangkok nightlife is another highlight that has attracted many of tourists from all over the world.

Bangkok is also surrounded by many interesting provinces worth visiting.

* The **north** of Bangkok borders Nonthaburi and Pathum Thani Provinces, with tourist attractions like Koh Kret and Lotus Museum.
* The **east** of the city is next to Chachoengsao, a small province which is full of interesting places and activities. Tourists can pay homage to Luang Pho Sothon Buddha Image at Wat Sothon Wararam Worawihan, watch flying foxes or fruit bats at Wat Pho, see the golden church at Wat Paknam Jolo, and pray to the giant reclining Ganesh statue at Wat Saman Rattanaram. There are also old markets for you to visit and shop such as Ban Mai Market, Nakhon Nuang Khet Market, and Khlong Suan Market.
* The **south** of the city borders Samut Prakan Province and the Gulf of Thailand, with tourist attractions like Bang Pu, Ancient City, and Samut Prakan Crocodile Farm and Zoo.
* The **west** of the city is next to Samut Sakhon and Nakhon Pathom Provinces. Tourist attractions include Don Kai Dee Benjarong Village, Phra Pathom Chedi, Sanam Chandra Palace, Don Wai Floating Market, Sampran Riverside, and Thai Human Imagery Museum.

*\* Source: Tourism Authority of Thailand*

**Weather**: Average temperature in November is between 27 and 35 degree Celsius.

**Time Zone**: GMT + 7 hours.

**Banks & Currency**: The unit of Thai currency is Thai Baht (THB). The exchange rate as of August 2023 is THB 34.27 to USD 1.

**Electricity**: Supply voltage is 220V, 50Hz. A standard grounded Thai outlet supports European 2-pin plugs and earthed and unearthed American plugs (see picture). Please bring the right adapter for your equipment.



1. **CONTACT INFORMATION:**

**APT Secretariat**

Asia-Pacific Telecommunity (APT)

12/49 Soi 5, Chaeng Watthana Road,

Thungsonghong, Lak Si

Bangkok 10210, Thailand

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

Email: [aptgamc@apt.int](mailto:aptgamc@apt.int)

1. **MAP OF THE HOTEL**

For map of Swissôtel Bangkok Ratchada: please click **see the map** inside this below link:

<https://www.swissotelbangkok.com/>

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

**“โรงแรมสวิสโฮเต็ล กรุงเทพ รัชดา”**

***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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