|  |  |  |
| --- | --- | --- |
| **APTlogogreen3** | **The 24th Meeting of the South Asian Telecommunication Regulators' Council (SATRC-24)** 3 –5 October 2023, Dhaka, People’s Republic of Bangladesh |  |

INFORMATION FOR PARTICIPANTS

The 24th Meeting of the South Asian Telecommunication Regulators' Council (SATRC-24) will be held from 3 to 5 October 2023 in Dhaka, Bangladesh 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 the Bangladesh Telecommunication Regulatory Commission (BTRC) of the People’s Republic of Bangladesh.

Please, find the following information for the convenience of participants:

1. MEETING VENUE

|  |  |
| --- | --- |
| Name of the Venue: | South Sky Ballroom (floor 16), Le Méridien, Dhaka  |
| Address of the Venue: | 79/A Commercial Area, Airport Road, Nikunja 02, Khilkhet, Dhaka-1229 |
| Tel: | +88028900089 / +8809638900089 |
| Fax: | +88028900089 |
| Website: | www.lemeridien.com/dhaka |

2. PARTICIPATION

SATRC Members, other APT members and International/Regional Organizations, can attend the meetings by registering online [through](file:///%5C%5Captserv%5CSupitcha%5CMeetings%202019%5CWTSA20%2BASTAP31%5Cthrough) the APT Website.

**Participation of Non-Members:** With the discretion of Secretary General of APT, Non-Members can attend the meeting as an “Observer” by paying a Registration Fee of USD 250 per person in consultation with the relevant Member Administration as appropriate. 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 Meeting. Please contact APT Secretariat for further payment details. The registration fee can be waived for non-member participants from the host country, Bangladesh, that are approved by the BTRC.

3. REGISTRATION

For both physical and virtual/online attendance, registration can be done online at http://www.apt.int/content/online-registration preferably by **5 September 2023** 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 RATE & RESERVATION**

**i) Hotel name (Recommended Accommodation): Le Méridien, Dhaka**

Address: 79/A Commercial Area, Airport Road, Nikunja 02, Khilkhet, Dhaka-1229

Phone: +8801766673411

Email: md.alam@lemeridian.com

URL: [www.lemeridien.com/dhaka](http://www.lemeridien.com/dhaka)

|  |  |  |
| --- | --- | --- |
| **Room Type** | **Room Rate/Night** | **Reservation Details** |
| **Single** | **Double/Twin** |
| **Deluxe King** | **USD 300** | **-----------------** |  |

* *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*

**ii)** **Hotel name (Alternative Accommodation): Hotel Regency**

Address: Airport Road, Nikunja 2, Dhaka-1229.

Phone: +8801713332589

Email: noor@dhakaregency.com

URL: www. dhakaregency.com

|  |  |  |
| --- | --- | --- |
| **Room Type** | **Room Rate/Night** | **Reservation Details** |
| **Single** | **Double/Twin** |
| **Deluxe King** | USD 110 | USD 120 |   |

* *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*

For more information regarding hotel reservations, please directly with the hotels and copy to the Local Secretariat.

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/2023-SATRC24>

SATRC Members and Affiliate Members of APT in SATRC countries that wish to submit contribution(s) on the agenda items should prepare the contribution(s) using the proper template provided by the APT Secretariat and submit it by e-mail to aptsatrc@apt.int. **The last date for submission of contribution is 28 September 2023.**

**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**

**Delegates are strongly advised to check all entry and visa requirements to travel Bangladesh on the websites of Bangladeshi Embassies and High Commissions in their respective countries.** Visa supporting letter/Invitation letter can be issued upon request for assisting the delegates to obtain necessary visa from their respective countries and on-arrival visa (if applicable). Delegates who require this assistance and on-arrival visa support, should submit the following information at least 1 (one) Month prior to the event to Local Secretariat and APT’s designated points of contact:

(1) Scanned copy of the passport

(2) Full name as written on passport

(3) Date and place of birth

(4) Passport number

(5) Date of passport issuance

(6) Date of passport expiration

(7) Nationality

(8) Date of arrival

(9) Date of departure

(10) Hotel booking

(11) Funding

(12) A valid email address

Conditions for traveling to Bangladesh from SATRC Member countries: Latest information regarding travel restrictions (if any due to Covid -19) to Bangladesh will be intimated in due course of time.

8. BANGLADESH: A BRIEF PROFILE

Bangladesh is located in Southern Asia, bordered by India to the north, west and east, Myanmar to the southeast and the Bay of Bengal to the south. The country’s total land area is 143,998 sq. km and occupies one of the largest river deltas in the world. Its topography is comprised of fertile alluvial plains and an extensive network of rivers. The country became a sovereign nation in 1971. Bangladesh is a secular parliamentary republic with an elected parliament. Bangladesh is among the most densely populated countries in the world with over 155 million people. Bangla is the mother tongue and English is widely spoken. The majority of the population are Muslim (around 88%), with the remaining a mixture of Christian, Buddhist and Hindu. Administratively, Bangladesh is divided into 8 Divisions and 64 Districts. Dhaka is the capital and largest city of the country. It is historically famous and one the oldest cities of the region. Tourist spots such as Cox's Bazar Beach located at Cox's Bazar is the longest natural sea beach in the world and The Sundarbans Reserve Forest (SRF), located in the south-west of Bangladesh between the river Baleswar in the East and the Harinbanga in the West, adjoining to the Bay of Bengal, is the largest contiguous mangrove forest in the world.

9. WEATHER

The weather in October is generally hot and humid with little chance of rain. The average temperature of Dhaka in October is 27 °C and it may increase up to 32°C.

10. LANGUAGE

Bangla is the official language. However, English is widely spoken.

11. TIME ZONE

GMT + 6.00 hours

12. BANKS & CURRENCY

The unit of currency is Bangladeshi Taka (BDT). Foreign Exchange Rate is approximately BDT 109 to US$ 1. Normal banking hours are from 10.00 to 15.00 on weekdays (Friday & Saturday are closed). Credit cards including American Express, Visa and Master Cards etc. are accepted in major hotels, shops and restaurants.

13. ELECTRICITY

220 Volts AC 50Hz rating usually used in Bangladesh. The power sockets generally available in Bangladesh are the "Type G" British BS-1363, "Type D" Indian 5 amp BS-546 (round) and BS 4573 (UK shaver). **It is advisable to come along with Global adaptors.**



14. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

The Hazrat Shahjalal International Airport is around 25 minutes away from the venue of the meeting and recommended hotels. Local Secretariat 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, delegates are kindly requested to send their flight itineraries through email to the Local Secretariat with a copy to APT Secretariat at least 10 (Ten) days prior to date of travel.

15. INSURANCE

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

16. CONTACT INFORMATION

|  |  |
| --- | --- |
| **APT Secretariat**Asia-Pacific Telecommunity (APT)12/49 Soi:5 Chaeng Watthana RoadBangkok 10210, ThailandTel: +66 2 573 0044Fax: +66 2 573 7479E-mail: aptsatrc@apt.int  | **Local Secretariat**Name: S M Rezaur Rahman Designation: DirectorBangladesh Telecommunication Regulatory Commission (BTRC)IEB Bhaban, Ramna, Dhaka-1000Tel: +88029555117 Mobile: +8801552202725Fax: +88029556677 Email: dirss@btrc.gov.bd Name: Mohammad Farhan AlamDesignation: Deputy DirectorBangladesh Telecommunication Regulatory Commission (BTRC)IEB Bhaban, Ramna, Dhaka-1000Tel: +880255110544 Mobile: +8801552202847 Fax: +88029556677 Email: farhan@btrc.gov.bd  |