

**The 2nd Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-2)**

5 - 6 February 2024, Virtual/Online Meeting

**INFORMATION FOR PARTICIPANTS**

The Virtual Meeting for the 2nd Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-2) is scheduled to be held from 5 to 6 February 2024. Please, find the following information for the convenience of participants:

**MEETING PLATFORM**

The 2nd Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-2) will 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.

**PARTICIPATION**

All APT Members, Associate Members and Affiliate Members may participate in the meeting. Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend the meeting.

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:Non-Members may participate as an “Observer” at the discretion of the Chair of WTSA and the Secretary General of APT in consultation with the relevant Member Administration, as appropriate.

**REGISTRATION**

Registration can be done online at <https://www.apt.int/content/online-registration>. **Please, complete the registration form by 20 January 2024** in order to make necessary arrangements. Once the registration is accepted, APT Secretariat will provide the participants with 1) confirmation of the registration by email with access information to the meeting documents **(upon confirmation)**, and 2) access information to the virtual meeting **(one week prior to the meeting)**. **Only duly registered participants are entitled to join the meeting**.

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

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

Members, Associate Members, Affiliate Members and International/Regional Organizations who wish to submit contributions 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 aptwtsa@apt.int. The template is available on APT website. **The deadline for submission of contributions is 26 January 2024**. Contributions will be posted on APT Website prior to the starting of the meeting.

**CODE OF CONDUCT**

The Code of Conduct requires that all participants in connection with APT meetings or events, whether virtual, hybrid or physical, must observe professional, respectful and responsible conduct at all times, bearing in mind zero tolerance on discrimination or intimidation against cultural, ethnic, religious and gender differences to facilitate a safe and inclusive environment.

More details on APT Code of Conduct are available at: <https://www.apt.int/sites/default/files/Upload-files/GA-MC-DOCS/APT-Code-of-Conduct.pdf>

**CONTACT INFORMATION:**

For any further information about APT WTSA24-2, please contact:

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