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|  | **The 3rd Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-3)**  30 April – 2 May 2024, Siem Reap, Cambodia |

# INFORMATION FOR PARTICIPANTS

The 3rd Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-3) is scheduled to be held from 30 April to 2 May 2024 in Siem Reap, Kingdom of Cambodia 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 Post and Telecommunications, Kingdom of Cambodia.

Please find the following information for the convenience of participants.

# MEETING VENUE

The APT WTSA24-3 will be held at Angkor Miracle Resort & Spa. The contact details of the hotel are as follows:

Angkor Miracle Resort & Spa

Address: National Road No. 6A. Khum Sra Nge (opposite of Cambodian cultural Village) Siem Reap, Kingdom of Cambodia. Postal Code: 17260

Phone: +855 (0) 63 969 902

Fax: +855 (0) 63 969 901

Email: [reservations@angkormiracle.com](mailto:reservations@angkormiracle.com)

URL: https:/[/www.angkormiracle.com/contact-us.html](http://www.angkormiracle.com/contact-us.html)

# PARTICIPATION

APT Members, Associate Members and Affiliate Members can participate in the meeting. The Organizations which have a Memorandum of Understanding (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:** With the discretion of the Chair of APT Preparatory Meeting for 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 500per 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 by the date specified in the following section.

Virtual participation will be arranged by using Zoom meeting platform. Detailed 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 should be done online at <https://www.apt.int/content/online-registration> **by 16 April 2024** for making necessary arrangements. Please indicate the mode of delegates’ participation at the online registration form. **Only the registered participants are entitled to attend the meeting**.

# HOTEL ACCOMMODATION AND RESERVATION

Following hotels are recommended for the accommodation of the delegates during the meeting:

## Angkor Miracle Resort & Spa

Address: National Road 6, Khum Sro-Nge, Siem Reap, 17252, Cambodia Phone: +855 (0) 63 969 902

Fax: +855 (0) 63 969 901

Email: [reservations@angkormiracle.com](mailto:reservations@angkormiracle.com) URL: https://angkormiracle.com

Location: National Road 6, Khum Sro;Nge, Siem Reap, Cambodia

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| **Room Type** | **Room Rate / Night** | | **Deadline of Reservation** |
| **Single** | **Double/Twin** |
| Deluxe City View | USD 50 | USD 50 | 27 April 2024 |
| Deluxe Pool View | USD 55 | USD 55 | 27 April 2024 |
| Check in time : 2:00PM... / Check out time: 12:00PM… | | | |
| Deluxe room with City view includes:   * 1 king bed * or 2 single beds | | | |

*\*\* Room rates are inclusive of breakfast, complimentary Wi-Fi throughout the hotel area and broadband Internet in room., 10% service charge and 7% VAT*

## Terms and Conditions:

* + - Extra beds are depedent on the room we choose
    - When booking more than 5 rooms, different policies and additional supplements may apply.

## Empress Angkor Resort & Spa

Address: National Road 6, Siem Reap Angkor, Cambodia Phone: +855 (0) 63 963 999

Fax: +855 (0) 63 964 333

Email: [sales@empressangkor.com](mailto:sales@empressangkor.com) URL: https:/[/www.empressangkor.com](http://www.empressangkor.com/)

Location: NR6, Krong Siem Reap, Cambodia

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| **Room Type** | **Room Rate / Night** | | **Deadline of Reservation** |
| **Single** | **Double/Twin** |
| Superior City View | USD 50 | USD 50 | 29 April 2024 |
| Deluxe Pool View | USD 55 | USD 55 | 29 April 2024 |
| Studio Room | USD 150 | USD 150 | 29 April 2024 |
| Suit Room | USD 300 | USD 300 | 29 April 2024 |
| Check in time : 2:00 PM. / Check out time : 12:00PM | | | |

*\*\* Room rates are inclusive of breakfast, complimentary Wi-Fi throughout the hotel area and broadband Internet in room., 10% service charge and 7% VAT*

## Terms and Conditions:

* If we book through online platform we will receive:
  + Late check-out till 6:00PM
  + Shuttled bus (hotel car) to downtown service based on daily schedule time only (6:05PM and 8:35PM)
* Extra beds are dependent on the room we choose
* When booking more than 5 rooms, different policies and additional supplements may apply.

# 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](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](mailto:aptwtsa@apt.int). The template is available on APT website. **The deadline for submission of contributions is 20 April 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-](https://www.apt.int/sites/default/files/Upload-files/GA-MC-DOCS/APT-Code-of-Conduct.pdf) [files/GA-MC-DOCS/APT-Code-of-Conduct.pdf](https://www.apt.int/sites/default/files/Upload-files/GA-MC-DOCS/APT-Code-of-Conduct.pdf)

# WIRELESS LAN

Internet Access over wireless network will be available during the meeting. 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 encouraged to make their own transport arrangements from the Siem Reap Angkor International Airport (SAI), Siem Reap, Cambodia to the hotel/meeting venue and their return to the airport.

Siem Reap Angkor International Airport (SAI) is the main airport serving Siem Reap, Cambodia, which is the closest city to the Angkor temples. The Angkor Miracle Resort & Spa Hotel is located in Siem Reap, approximately 49 kilometers from the airport. Transportation options from Siem Reap Angkor International Airport (SAI) to the Angkor Miracle Resort & Spa Hotel typically include:

**Taxis:** Taxis are readily available at the airport. They are usually metered, but it's a good idea to negotiate the fare with the driver before starting the journey. The travel time can vary depending on traffic conditions, but it should take around 50 - 60 minutes to reach the hotel.

**Tuk-tuks:** Tuk-tuks are a popular mode of transportation in Siem Reap. These are three-wheeled vehicles with open sides. Tuk-tuks are cheaper than taxis and can provide a more local experience. The travel time from the airport to the hotel by tuk-tuk is also around 50 - 60 minutes.

**Hotel Shuttle Service:** Hotel Shuttle Service: Some hotels, including the Angkor Miracle Resort & Spa Hotel, may offer shuttle services for their guests. It's recommended to check with the hotel in advance to see if they provide this service and if there are any associated costs.

It's important to note that the estimated costs provided are rough approximations and can vary depending on factors such as the distance between the airport and your hotel, traffic conditions, and negotiations with the drivers. It's always a good idea to confirm the prices with the driver or your hotel before starting your journey.

# VISA AND IMMIGRATION INFORMATION

Foreign visitors entering Cambodia may be required to have a valid visa. Please visit [http://www.evisa.gov.kh](http://www.evisa.gov.kh/) for more details or all participants may apply entry visa to Cambodia at upon arrival.

If you require a visa supporting letter from the MPTC, please contact: **Mr. Vuth Pich Chan Komar**: at email: [international@mptc.gov.kh](mailto:international@mptc.gov.kh) / [komar-vuth@mptc.gov.kh](mailto:komar-vuth@mptc.gov.kh) and cc: [sokroeun-suon@mptc.gov.kh](mailto:sokroeun-suon@mptc.gov.kh).

# 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.

# PRACTICAL INFORMATION

## About Cambodia:

Official Name: Kingdom of Cambodia

Population: 15,2 million

Capital City: Phnom Penh

Area: 181,035 km2

People: Khmer (90%), Vietnamese (5%), Chinese (1%) and other (4%)

Religion: Buddhism

Language: Khmer

International dialing code: +855

## Weather:

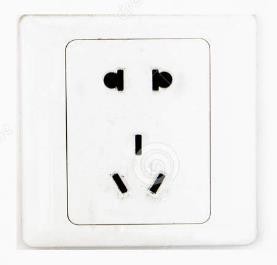
The country has a tropical climate: warm and humid. In the monsoon season from May to November, abundant rain allows for the cultivation of a wide variety of crops. The most pleasant season is the dry season, from November/ December to April.

**Time Zone**: GMT +7 hours

## Banks & Currency:

Though Riel (KHR) is the official currency, US dollar is indeed the common currency in Cambodia. Many businesses, especially hotels, airlines, restaurants, souvenirs shops, set their prices in USD and all the expenses can be paid in USD even the minor ones.

The exchange rate as of 15 January 2024 is KHR 4093 to USD 1. Automated Teller Machines (ATM) (cash dispenser) are now available everywhere in the main towns (Visa, MasterCard). You can withdraw cash in USD only - transaction fees may apply. Banks are usually opened from 08:00 to 15:30 hours from Monday to Friday. Only a few banks are opened half-day on Saturday.



**Electricity**: 220V AC 50 Hz.

**A standard Outlet**:

1. **CONTACT INFORMATION**

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| **APT Secretariat**  Asia-Pacific Telecommunity (APT)  12/49 Soi 5 Chaeng Watthana Road  Bangkok 10210, Thailand  Phone: +66 2 573 0044  Fax: +66 2 573 7479  Email: [aptwtsa@apt.int](mailto:aptwtsa@apt.int) | **Local Secretariat**  Name Mr. SUON Sokoeun  Chief of Multilateral Cooperation Bureau Ministry of Posts and Telecommunications Phone: +85516714864  Email: [sokroeun-suon@mptc.gov.kh](mailto:sokroeun-suon@mptc.gov.kh)  Name Mr. TOUN Sokkhoun  Deputy Chief of Multilateral Cooperation Bureau Ministry of Posts and Telecommunications Phone: +85510436334  Email: [sokkhuon-toun@mptc.gov.kh](mailto:sokkhuon-toun@mptc.gov.kh)  Name Mr. VUTH Pich Chan Komar  Official of International Cooperation Department Ministry of Posts and Telecommunications Phone: +85561872276  Email: komar-vuth[@mptc.gov.kh](mailto:vuth-komar@mptc.gov.kh) |