



APT SYMPOSIUM ON DIGITAL TRANSFORMATION AND THE UNIVERSAL SERVICE FUND

25 – 27 March 2026, Islamabad, Pakistan

INFORMATION FOR PARTICIPANTS

The APT Symposium on **Digital Transformation and the Universal Service Fund** is scheduled to be held from **25th to 27th March 2026** in Islamabad, Pakistan. This will be a physical meeting with remote participation modality. The event is organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Information Technology and Telecommunication (MoITT), Pakistan and the Universal Service Fund Pakistan.

The detailed arrangements are as follows:

1. VENUE

The symposium will be held at the **Islamabad Serena Hotel**. The contact details of the hotel are as follows:

Islamabad Serena Hotel

Address: Khayaban-e-Suhrwardy, Opposite Convention Centre, Islamabad 44000, Pakistan

Tel: +92 111 133 133

Fax: +92 51 287 1100

Website: <https://www.serenahotels.com/serenaislamabad/en/default.html>

2. PARTICIPATION

APT Members, Associate Members, Affiliate Members, International/Regional Organizations, and Eligible Non-Members can attend the meetings by registering online through the APT Website within the deadline as mentioned in the following section.

For APT 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 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 250 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 symposium. 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.

Online participation will be arranged by using the Zoom platform. Detailed information for online participation will be sent to the registered delegates.

3. REGISTRATION

Registration for both physical and online participants shall be done at <https://apt.int/content/online-registration> by **15 March 2026**. Please indicate in the registration form whether your delegate will attend in person or online. Only the registered participants are entitled to join the symposium.

On-site registration and distribution of badges will commence from 08:30 hours on 25th March 2026. Participants are required to bring their passports or other photo identification to receive their badges.

4. HOTEL ACCOMMODATION RATE & RESERVATION

The **Islamabad Serena Hotel** is the recommended accommodation for all the participants of the symposium. Participants are requested to make room reservations directly with the hotel, except for **APT Fellowship** recipients, whose accommodation will be arranged by the APT secretariat. For any assistance, please contact the Local Secretariat.

Reservation Contact: Mr. Shahid Nadeem (Sales Manager)

Phone: +92 51 200 5000 Ext: 5544

Mobile: +92 320 3226949

Email: shahid.nadeem@serena.com.pk , reservations.ish@serena.com.pk,

Booking Reference Code: **APT/USF/26-ZUA**

Room Details:

Room Type	Room Rate per night	Facilities Information (Complementary)
Deluxe Room (Single)	PKR 49,507 (Approx. USD 177) (Inclusive of all taxes and service charges)	<ul style="list-style-type: none"> • Airport Transfers by hotel limousine • Welcome drink upon arrival • Buffet breakfast • High speed internet access • Fruit Basket • Mini bar (non-alcoholic beverages only) • Daily local newspaper • Use of gym and swimming pool • Up to 02 Piece laundry and pressing on complimentary basis (only on operational days) • Access to Gym & Swimming Pool (Children below the age of 16 years are not allowed) • S Tel is an innovative communication solution that offers complimentary 4G

		Internet, Local and International calls, Hotspot and access to the Hotel Services
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The room rate will be valid for bookings confirmed before 27th February 2026.

Cancellation Policy

In event of cancellation/amendment after guarantee/confirmation whole length of stay night rooms charges plus taxes will be charged.

Early Check Out

In case of early departure, room will be charged for the number of nights booked.

Check In / Check Out Time

Official check-in time is 02:00 pm and the check-out time is 12:00 noon on the day of departure. The Hotel will make every effort to accommodate guests arriving before 2:00 pm. However, to guarantee early check-in, the room must be reserved for the night prior to the guest's arrival. Late check-out after 12:00 noon is upon request and is subject to availability. A half-day charge is applicable for late check-out till 6:00 pm. Rooms occupied beyond 6:00 pm will be charged at the full rate.

Alternative Hotels

The following alternative hotels are available for participants during the event. Please contact the hotels directly for rates and reservations.

- **Movenpick Hotel Centaurus Islamabad** (<https://movenpick.accor.com/en/asia/pakistan/islamabad/movenpick-hotel-centaurus-islamabad.html>)
- **Islamabad Marriott Hotel** (<https://www.marriott.com/en-us/hotels/isbpb-islamabad-marriott-hotel/overview/>)
- **Ramada Hotel Islamabad** (<http://ramadaislamabad.com/>)

Note: Participants choosing alternative hotels will need to arrange their own daily transportation to and from the symposium venue.

5. VISA AND IMMIGRATION REQUIREMENTS

Please check with your travel agents the appropriate visas and documentation necessary for your entry into Pakistan.

All foreign visitors to Pakistan require a valid passport with at least six months of validity beyond their intended period of stay. Participants are advised to contact the Pakistan embassy or consulate in their country to ensure they obtain the necessary visa.

For information on visa categories and eligibility, please visit the official NADRA website: <https://visa.nadra.gov.pk/how-to-apply/>

Visa Facilitation Letters: To request a visa facilitation letter, please submit the following documents to the contact points listed at the end of this document:

- Recent photograph

- Copy of Passport (minimum six months validity required)
- Full name, designation, organization, email address, and contact number

6. SYMPOSIUM WEBSITE, DOCUMENTS AND CONTRIBUTION GUIDELINES

Related information about the symposium and documents will be available at the APT Website at <https://apt.int/Meeting/2026-SDTUSF>.

APT members who wish to submit contributions on the agenda items should prepare their contribution in Microsoft Word and/or PowerPoint, English version, and send it to apt-susf@apt.int. The deadline for submission of contributions is **18 March 2026**.

7. WIRELESS LAN

Internet access via a wireless network will be available during the symposium. In-person participants wishing to use the Wi-Fi facility are requested to bring their own Wi-Fi-enabled laptops or tablets.

8. PAKISTAN: A BRIEF PROFILE

Pakistan is a country in South Asia known for its diverse cultures, rich history, and stunning landscapes. It has a population of over 241 million people and is home to several UNESCO World Heritage Sites. Major cities include Islamabad (the capital), Karachi, and Lahore.

About Islamabad:

Combining a rich history, the confluence of many civilizations, and a temperate climate, Islamabad, the capital city of Pakistan, is one of the most beautiful cities in the South Asian region. Wide, tree-lined streets adorn the various sectors and zones of the city, making it both accessible and spectacular.

Administratively, the city is located within the Islamabad Capital Territory, which is federally controlled, though historically the area was part of the Punjab province. The city was built between 1960 and 1970 to replace Karachi as the capital. Together with its neighbouring twin city of Rawalpindi, the greater Islamabad-Rawalpindi metropolitan area is the third largest in Pakistan.

For more information, please visit the Capital Development Authority website: www.cda.gov.pk/public/aboutIslamabad

Weather:

Islamabad features pleasant spring weather in late March. Participants can expect daytime highs ranging from 25°C – 28°C (77°F – 82°F) and nighttime lows between 12°C – 15°C (54°F – 59°F). We advise dressing in layers for cooler evenings and carrying an umbrella for occasional spring showers.

Dress:

The dress in public places is usually modest and casual.

Language:

The official language of Pakistan is Urdu, but English is widely used in government, business, and education. Most participants at the symposium will be conversant in English.

Time zone:

Pakistan operates on Pakistan Standard Time (PKT), which is UTC +5 hours. Participants are advised to adjust their schedules accordingly.

Banks & Currency:

The currency in Pakistan is the Pakistani Rupee (PKR). Banking services and ATMs are widely available across all cities, and foreign exchange services can be found at airports, major markets, and hotels.

Electricity:

The standard voltage in Pakistan is 230V, and the frequency is 50Hz. Round two- or three-pin plugs are used. Participants should bring appropriate adapters for their electronic devices, as the power sockets may differ from those in other countries.



9. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

Islamabad International Airport (ISB) is the main airport serving the city. The Islamabad Serena Hotel is located approximately 35 kms (40 minutes' drive) from Islamabad International Airport.

- The Islamabad Serena Hotel provides complimentary airport transfers. To utilize this service, participants must share their flight itinerary in advance with the hotel reservation contact listed above. Should any issues arise, please contact the Local Secretariat.
- Alternatively, **Metro Radio Cab** services are available at the airport.
 - **Tel:** +92 51 111222787
 - **Website:** <https://metrocab.com.pk/>
 - **Estimated Fare:** The approximate fare from the airport to the Islamabad Serena Hotel is **PKR 4,000 (~USD 15)**. It is recommended that you confirm the price with the driver before departing.

10. 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 Information for Participants

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://apt.int/sites/default/files/file_tag/2024/12/Guideline-20-APT-Code-of-Conduct-2023.pdf

11. INSURANCE

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

12. CONTACT INFORMATION

For any further information about the symposium, please contact:

<p><u>APT Secretariat</u> Asia-Pacific Telecommunity (APT) 12/49 Soi 5 Chaeng Watthana Road Bangkok 10210, Thailand Tel: +66 2 573 0044 Fax: +66 2 573 7479 E-mail: aptpolicy@apt.int</p>	<p><u>Local Secretariat</u></p> <p>Name: Mr. Hannan Tariq Designation: Director Strategy Organization: USF Pakistan Address: 3rd Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad Mobile: +92 315 4008801 Tel: +92 51 9212308-09 Email: hannan.tariq@usf.org.pk</p> <p>Name: Mr. Syed Waqas Designation: Director, ITU and UN Organization: MOITT Address: 7th Floor, Kohsar Block, Pak Secretariat, Islamabad Mobile: +92 323 3922172 Tel: +92 51 9210642 Email: Director.ITU@moitt.gov.pk</p>
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