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| **logogreen****The 25th APT Standardization Program Forum (ASTAP-25)****02 – 06 March 2015, Bangkok, Thailand** **The 1st Meeting of the APT Preparatory Group for WTSA-16 (WTSA16-1)****07 March 2015, Bangkok, Thailand**  |

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**PARTICIPANT’S INFORMATION**

**The 25th APT Standardization Program Forum (ASTAP-25)** will be held from 02 to 06 March 2015 in Bangkok, Thailand. It will be followed by **the 1st Meeting of the APT Preparatory Group for WTSA-16 (WTSA16-1)** which will be held on 07 March 2015 at the same venue. The events will be organized and hosted by the Asia-Pacific Telecommunity.

The detailed arrangements are as follows:

**VENUE:**

The Meetings will be held in the Ballroom A of the Anantara Bangkok Riverside Resort & Spa.

The contact details of the hotel are as follows:

 **ANANTARA BANGKOK RIVERSIDE RESORT & SPA**

 **Address: 257/1-3 Charoennakorn Road, Samrae,**

 **Thonburi, Bangkok 10600, Thailand**

 **Tel: +66 2 476 0022 ext 1715**

**URL: bangkok-riverside.anantara.com**

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**PARTICIPATION:**

Participation is open to all APT Members, Associate Members, Affiliate Members, and International/Regional Organizations. Registration of delegates can be done online at <http://www.apt.int/content/online-registration>.

**Participation of Non-Members:**  Non-Members can attend the events as “Observers” by paying a Registration Fee of US$ 250 per person per event. The payment can be made in cash or by bank draft at the time of registration at the Event venue or it may be sent through bank transfer to APT, prior to the Event. Please contact APT Secretariat for the payment details of the Registration Fee.

**ON-SITE REGISTRATION:**

On-site registration and distribution of badges will commence from 9:00am on Monday 2nd March 2015. The registration desk will be located outside the meeting room. **Participants are required to bring their passport or other document with photo identity to receive their badges.**

**HOTEL ACCOMMODATION:**

**ANANTARA BANGKOK RIVERSIDE RESORT & SPA** is recommended for all participants to stay during the meeting. Please make your hotel booking in order to be eligible for the special rates given below at the earliest possible date and not later than **2 February, 2015**. Please send the Hotel Reservation form directly to the Anantara Bangkok Riverside Resort & Spa; e-mail address: wandee\_li@anantara.com or Fax: (66 2) 476 6086.

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| **Room Type** | **Room Rate** |
| **Deluxe Premier Room (Single)** | **THB3,000 net** |
| **Deluxe Premier Room (Double)** | **THB3,500 net** |
| **Deluxe Premier River View Room (Single)** | **THB3,500 net** |
| **Deluxe Premier River View Room (Double)** | **THB4,000 net** |
| **Junior Premier Suite (Single)** | **THB4,900 net** |
| **Junior Premier Suite (Double)** | **THB5,400 net** |

These group room rates quoted above are in Thai Baht, single and double occupancy per room per night, including high speed internet and buffet breakfast at The Market Restaurant. The above rates are inclusive of 10% service charge and 7% prevailing tax.

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. Room cancelled less than *72 hours* will be subject to a penalty equal to one night room charge for each room cancelled, this penalty will be charged to an individual guest’s credit card.

**Check in at 14:00 hours; check out before 12:00 hours.**

**All bookings must be secured by a major credit card.**

**As deadline for booking at special rates is 2 February 2015, the hotel may not be able to guarantee special rates after 2 February 2015.**

**MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE**

Related information about the meeting and provisional meeting documents will be available at the APT Website at: <http://www.apt.int/2015-ASTAP25>. Please contact APT Secretariat for the username and password to access the meeting documents.

Contributions from APT Members, Associate Members, Affiliate Members, Regional/ International Organizations are welcome. You are requested to use the proper document template for your contribution. Document templates are available at meeting website.

Contributions will be posted on APT Website prior to the start of the meeting. **Last date of receipt of your contributions by APT Secretariat is 23 February 2015.** **To submit contributions and any information on the documentation, please contact:**

 **Mr. Forhadul Parvez**

 Project Coordinator, Radiocommunication

 Asia Pacific Telecommunity

 E-mail: aptastap@apt.int

**In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available online.**

**WIRELESS LAN**

Internet Access over wireless network will be available during the meeting. Participants who wish to utilize wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

**TRANSPORTATION FROM THE AIRPORT TO THE HOTEL:**

Delegates 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 types of transportation are available from Suvarnabhumi International Airport to the Hotel:

1. Public Meter Taxi, is located on 1st floor of the Arrival Hall, entrance 4 and 7. The fare is shown on meter, plus Baht 50 surcharge for boarding at the airport, plus any expressway toll charges.
2. Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.

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

**VISA AND IMMIGRATION INFORMATION:**

Visa requirements to Thailand may vary for the citizens of different countries. Please check the visa requirements with your nearest Royal Thai Embassy or Consulate General. Kindly visit http://www.mfa.go.th/main/en/services/123 for more details. If you require a visa supporting letter from APT, please contact:

**Ms. Warrawan Thapanasakul**

 Administrative Assistant (HR)

 Asia Pacific Telecommunity

 TEL: +66 2 573 0044 (Ext.: 118) FAX：+66 2 573 7479

 EMAIL: aptadmin@apt.int

**INSURANCE:**

Due to the 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.

**PRACTICAL INFORMATION:**

**About Bangkok:** Bangkok is the capital city of Thailand, it is known in Thai as Krung Thep Maha Nakorn.It is also the seat of Thailand's revered Royal Family, with His Majesty the King recognized as Head of State, Head of the Armed Forces, Upholder of the Buddhist religion and Upholder of all religions.

Thailand is a constitutional monarchy with His Majesty King Bhumibol Adulyadej, or King Rama IX, the Ninth King of the Chakri Dynasty. The present King has reigned for more than half a century, making him the longest reigning Thai Monarch. Thailand embraces a rich diversity of cultures and traditions. With its proud history, tropical climate and renowned hospitality, the Kingdom is a never-ending source of fascination and pleasure for international visitors.

**Weather**: Average temperature in March is between 32 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 December 2014, is THB 32.77 to 1 USD.

**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.



**CONTACT INFORMATION:**

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| **APT Secretariat**Asia-Pacific Telecommunity12/49 Soi: 5 Chaengwattana RoadBangkok 10210, ThailandTel: + 66 2 573 0044Fax: +66 2 573 7479 *E-mail:* *aptastap@apt.int* |

**MAP OF THE HOTEL**

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