

**The 1st Meeting of the APT Conference Preparatory Group for WRC-23 (APG23-1)**

24 – 25 September 2020, Virtual Meeting

**INFORMATION FOR PARTICIPANTS**

The 1st Meeting of the APT Conference Preparatory Group for the WRC-23 (APG23-1) will be held virtually from 24 to 25 September 2020. The meeting will be organized by the Asia-Pacific Telecommunity (APT).

The detailed arrangements are as follows:

**MEETING PLATFORM:**

APG23-1 will be organized by using Zoom Meeting platform. Detail guideline to join APT meetings via Zoom Meeting platform is explained in the attached ‘Introduction to APT Zoom Meeting’ information paper.



**PARTICIPATION:**

All APT Members, Associate Members, Affiliate Members and International/Regional Organizations can attend the meeting by registering online. Member Administrations and International/Regional Organizations are requested to send the official List of Delegations for the meeting and to nominate Head of Delegation (HoD) and Alternate HoD. If any APT Affiliate Member is included in the National Delegation, please clearly mention in the List of Delegation.

**Participation of Non-Members:** Non-Members cannot attend the meeting. Non-Member participants under National Delegation are allowed upon submission of a letter of nomination signed by the responsible officer of the APT Members.

**REGISTRATION:**

Registration of delegates is mandatory and can be done online at <https://www.apt.int/content/online-registration>. For making necessary preparation and logistic arrangements it is suggested to register on or before **10 September 2020.**

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

Related information about the meeting and meeting documents will be available at the APT Website at: <https://www.apt.int/2020-APG23-1>

Contributions for the meeting from APT Members, Associate Members, Affiliate Members, regional and International Organizations are welcome. You are requested to use the proper document template (available at meeting webpage) for your contributions. Following guideline will be maintained for the treatment of submitting contributions to APG23-1:

* 1. All APT Members (Administrations) can submit input contributions related to the agenda of APG23-1
  2. Associate Members and Affiliate Members can submit input contributions based on the agreement with the corresponding APT Member. Otherwise, the contribution will be treated as an “Information” document.
  3. Contributions from the ITU, as well as, sister regional telecommunications, broadcasting and other relevant organizations having spectrum management interests will be treated as “Information” document.
  4. Organizations which have an MoU with the APT and which have global or regional membership may submit contributions as “Information” documents on the same basis as they attend other APT meetings.
  5. Other observers cannot submit any type of contribution to the APG Meetings

Contributions will be posted on APT website prior to the starting of the meeting. **Last date of receipt of your contributions by APT Secretariat is 17 September 2020.** Please, submit contributions and any information on the documentation to [aptapg@apt.int](mailto:aptapg@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.

**CONTACT INFORMATION:**

For any further detail information about APG23-1 please contact to:

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