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| **APTlogogreen3** | **SATRC Workshop on Spectrum**31 January – 2 February 2023, New Delhi, India | A picture containing logo  Description automatically generated |

INFORMATION FOR PARTICIPANTS

South Asian Telecommunication Regulators’ Council (SATRC) Workshop on Spectrum will be held from 31 January - 2 February 2023 in New Delhi, India. The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Telecom Regulatory Authority of India (TRAI). This workshop is a part of implementation of SATRC Action Plan Phase VIII.

Please find the following information for the convenience of participants:

1. VENUE

The venue for the SATRC Workshop on Spectrum will be “The Park Hotel” in New Delhi, India. The detail of the hotel is mentioned below:

**The Park Hotel**

Plot No. 40, Opposite to Jantar Mantar,

15 Parliament Street, Connaught Place,

New Delhi -110 001, India

Website: <https://www.theparkhotels.com/new-delhi/>

2. PARTICIPATION

All SATRC Members and Affiliate Members of APT in SATRC countries can attend the workshop. Other APT members who are not from the SATRC member countries can also attend this workshop as an observer.

Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend this workshop on the same basis as they attend other APT meetings.

Non-APT members may be invited to participate in the workshop as a guest at the discretion of the Chair of SATRC and the Secretary General. Other Non-Members can attend the workshop 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 workshop venue or it may be sent through bank transfer to the APT prior to the workshop. Please contact APT Secretariat for further payment details.

3. REGISTRATION

Registration can be done online at <http://www.apt.int/content/online-registration> preferably by **10 January 2023** for making necessary arrangements. **Only the registered participants are entitled to attend the workshop.**

**4. HOTEL ACCOMMODATION RATE & RESERVATION**

For the logistics and convenience of the participants, the below mentioned hotel is recommended for staying during the period of the workshop:

**Hotel Name : The Park Hotel**

 Address: Plot No. 40, Opposite Jantar Mantar,

 15 Parliament Street, Connaught Place,

 New Delhi -110 001

Phone: +91 852745266 (Mr. Aatish Raman)

Email: araman@theparkhotels.com

 URL: <https://www.theparkhotels.com/new-delhi/>

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| **Room Type** | **Room Rate/Night** |
| **Single** | **Double/Twin** |
| Deluxe Room | 120 USD | 150 USD |

* *Rates are inclusive of an international buffet breakfast and free Wi-Fi in room*
* *Rates are inclusive of service charge and tax per room per night*

For more information regarding hotel reservation, please directly contact with the hotel and copy to the Local Secretariat.

**5.**

**VISA AND IMMIGRATION REQUIREMENTS**

**Delegates are strongly advised to check all entry and visa requirements to travel to India on the websites of Indian Embassies and High Commissions in their respective countries.** Visa supporting letter/Invitation letter can be issued upon request for assisting the delegates to obtain necessary visa from their respective countries and on-arrival visa (if applicable). Delegates who require this assistance as well as on-arrival visa support, should submit the following information at least 1 (one) month prior to the event to Local Secretariat with a copy to APT Secretariat:

(1) Scanned copy of the passport

(2) Full name as written on passport

(3) Date and place of birth

(4) Passport number

(5) Date of passport issuance

(6) Date of passport expiration

(7) Nationality

(8) Date of arrival

(9) Date of departure

(10) Hotel booking

(11) Funding

(12) A valid email address

Existing conditions for entry/exit of passengers of all types of international flights have been attached herewith. Latest information regarding travel conditions (if any due to Covid -19) to enter India can be found at the link: <https://www.civilaviation.gov.in/en/covid-19-vbm>.

6. WORKSHOP WEBSITE, DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the workshop as well as documents will be available at <https://www.apt.int/2023-SATRC-WS-SPEC>.

The administrations/organizations who wish to contribute to the sessions of the workshop, should send the contributions in the form of presentation material in Microsoft Power Point, English Version together with a short abstract/biodata to the APT Secretariat by e-mail (aptsatrc@apt.int). **The deadline for submission of contribution is 24 January 2023.**

**7. WIRELESS LAN**

Internet Access over wireless network will be available during the workshop. APT encourages the use of electronic documents during the workshop The participants are kindly requested to bring their own laptops with Wi-Fi capability.

8. INDIA: A BRIEF COUNTRY PROFILE

India is one of the oldest civilizations in the world with a kaleidoscopic variety and rich cultural heritage. It has achieved all-round socio-economic progress since its Independence. India has become self-sufficient in agricultural production and is now one of the top industrialized countries in the world and one of the few nations to have gone into outer space to conquer nature for the benefit of the people. It covers an area of 32,87,263 sq. km (1,269,346 sq mi), extending from the snow-covered Himalayan heights to the tropical rain forests of the south. As the 7th largest country in the world, India stands apart from the rest of Asia, marked off as it is by mountains and the sea, which give the country a distinct geographical identity. Bounded by the Great Himalayas in the north, it stretches southwards and at the Tropic of Cancer, tapers off into the Indian Ocean between the Bay of Bengal on the east and the Arabian Sea on the west. Lying entirely in the northern hemisphere, the mainland extends between latitudes 8° 4' and 37° 6' north, longitudes 68° 7' and 97° 25' east and measures about 3,214 km from north to south between the extreme latitudes and about 2,933 km from east to west between the extreme longitudes. It has a land frontier of about 15,200 km. The total length of the coastline of the mainland, Lakshadweep Islands and Andaman & Nicobar Islands is 7,516.6 km.

9. SOME USEFUL INFORMATION ABOUT NEW DELHI

Delhi has a long history and legacy which is evident with presence of many monuments and iconic buildings. The city is situated on the banks of river Yamuna and falls in the Northern part of India on the floodplains of the mighty Himalayas. Once a part of the Aravalli mountains, today Delhi has only the Ridge area to tell the story of the greenery this place once had. The city is sprinkled with captivating ancient monuments, fascinating museums and art galleries, architectural wonders, a vivacious performing-arts scene, fabulous eating places and bustling markets.

The tourism information guide will be part of the conference package, which gives all the details about places of tourist’s attractions and city map.

**10. Local Transportation:**

Metro is the popular mode of public transport in Delhi which connects to all corners of the city and is very economical. There are many app-based taxis such as Uber & Ola which are other cheap modes of transport. The taxis available at the hotel may be expensive.

**11. Weather**

The weather during the month of early February in New Delhi will be pleasant, with an average temperature fluctuating between 11°C (51.8° F) and 24° C (75.2°F). In February, the average day temperature marginally rises from a pleasant 20.8°C (69.4°F) in January to a warm 24.7°C (76.5°F). In February, the average low-temperature is 11.8°C (53.2°F). The average relative humidity during the month is 52%.

12. LANGUAGE

Hindi and English are official languages of India.

13. TIME ZONE

GMT/UTC + 5.30 hours

14. BANKS & CURRENCY

The unit of currency is Indian Rupees which comes in denominations of 10, 20, 50, 100, 200, 500 and 2,000. Please use only the authorized money changers and banks to convert currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately Rs. 82 Approx. to US$ 1.

Most bank ATMs honor Visa, Visa Electron, Master & Maestro cards and you may use these ATMs also to withdraw money. Most hotels, shops & other establishments accept all major international credit cards.

15. ELECTRICITY

230Volts AC 50Hz Electric sockets of Type D. It is advisable to come along with Global adaptors.

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16. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

The Indira Gandhi International Airport is around 35-45 minutes away from the recommended hotel. Local Secretariat will arrange transportation from the airport to the above-mentioned hotel on arrival of participants. Transportation will also be arranged from hotel to the airport at the end of the programme. To avail this facility, delegates are kindly requested to send their flight itineraries through email to the Local Secretariat with a copy to APT Secretariat at least 7 (seven) days prior to date of travel.

17. INSURANCE

Due to procedural difficulties and budgetary constraints, APT and TRAI will not be 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.

18. CONTACT INFORMATION

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| **APT Secretariat**Asia-Pacific Telecommunity (APT)12/49 Soi 5 Chaeng Watthana RoadBangkok 10210, ThailandTel: +66 2 573 0044Fax: +66 2 573 7479E-mail: aptsatrc@apt.int  | **Local Secretariat**Mr. Vikas NigamSenior Research Officer (International Relations)Telecom Regulatory Authority of India (TRAI) JLN Marg New Delhi-110002, IndiaTel: + 91-11-2323 6308 Mobile: +91 9412739314Fax: +91-11-23213294Email: irdivision@trai.gov.in  |