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| **APTlogogreen3** | **SATRC Workshop on Policy, Regulation and Services**  8 - 10 May 2023  Islamabad, Pakistan (Islamic Republic of) |  |



INFORMATION FOR PARTICIPANTS

The SATRC Workshop on Policy, Regulation and Services will be held from 8 - 10 May 2023 in Islamabad, Pakistan with physical attendance as well as virtual/online participation through Zoom meeting platform (i.e., hybrid meeting). The meeting will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Pakistan Telecommunication Authority (PTA).

Please find the following information for the convenience of participants:

1. MEETING VENUE

**Name of the Venue: Marriott Hotel, Islamabad**

Tel: +92 51 2826121, +92 51 111 22 33 44

Email: welcome@marriottislamabad.com

Website: <http://marriottislamabad.com/>

2. PARTICIPATION

All SATRC Members and Affiliate Members of APT in SATRC Member 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 of delegates can be done online at <http://www.apt.int/content/online-registration>. In order to take necessary preparation and making logistic arrangements, it is recommended to register on or before **14 April 2023.**

**4. HOTEL ACCOMMODATION**

**(i) Marriott Hotel, Islamabad (Recommended)**

Address: Agha Khan Road, Shalimar 5-P.O. Box 1251, Islamabad, Pakistan, 44000

Phone: +92 51 2826121

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

URL: <https://marriottislamabad.com/>

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| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Deluxe Room | Rs. 32,603 | Rs. 38,640 | Airport Pick & drop, Buffet Breakfast at Nadia Restaurant.  01 large bottle of mineral water per person, per room, per night. Use of Fitness room and swimming Pool.  Internet connectivity in guest room through Wi-Fi. |
| Executive Room | Rs. 38,640 | Rs.44,678 |

* Above room rates are inclusive of all applicable taxes.
* Hotel Check-in time is after 1400 hours and in case of early arrivals it is suggested to book rooms from previous night to guarantee the early check-in.
* Hotel Check-Out time is before 1200 hours and in case of late check-out 50% charges shall be applied till 1600 hours and 100% charges shall be applicable afterwards.

**(ii) Best Western Premier Islamabad (Alternate)**

Address: 6 – Club Road, Islamabad 44000

Phone: +92 51 8844440, +92 51 111 297 111

Email: sm@bestwesternpremierisb.com

URL: https://bestwesternpremierisb.com/

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| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Deluxe King | Rs. 27,169 | Rs. 30,188 | Complimentary facilities:   * Airport Transfers * Welcome Drink * Daily Buffet for breakfast * Complimentary Wi-Fi internet * 02 Mineral Water bottle per day * Rooftop Swimming pool |
| Executive King | Rs. 33,810 | Rs. 36,829 |

*\*More room categories are available at corporate rates. Pl contact the hotel directly.*

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* Above room rates are inclusive of all applicable taxes.
* Normal Check-in / Check-out time is 12:00 Noon. All arrivals before 08:00 a.m. will be charged for the previous night.

**Note: To avail conference rates and more information regarding hotel reservation, please coordinate with the hotel directly keeping the Local Secretariat in cc.**

5. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and provisional meeting documents will be available at the APT Website: <http://www.apt.int/APTSATRC>.

SATRC Members and Affiliate Members of APT in SATRC countries that wish to submit contribution(s) on the agenda items, should prepare the contribution(s) using the proper template provided by the APT Secretariat and submit it by e-mail to [aptsatrc@apt.int](mailto:aptsatrc@apt.int). **The last date for submission of contribution is 1 May 2023.**

**6. WIRELESS LAN**

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

**7. VISA AND IMMIGRATION REQUIREMENTS**

**Delegates are strongly advised to check all entry and visa requirements to travel to Pakistan on the websites of Pakistani Embassies and High Commissions in their respective countries. Online visa facility is also available for many countries (**[**https://visa.nadra.gov.pk/**](https://visa.nadra.gov.pk/)**).**

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 and on-arrival visa support, should submit the following information at least 1 (one) month prior to the event to Local Secretariat and APT’s designated points of contact:

(1) Scanned copy of the passport

(2) Date of arrival

(3) Date of departure

(4) Hotel booking

(5) A valid official email address

(6) Contact number

Mandatory COVID-19 vaccination and possession of proof of COVID-19 vaccination will be applicable for all passengers above 12 years of age. However, non-vaccinated individuals over 12 years will require pre-boarding negative PCR (72 hours old). Latest information regarding travel conditions (if any due to Covid -19) to enter Pakistan can be found at the link: [**https://covid.gov.pk/travel-guidelines**](https://covid.gov.pk/travel-guidelines)

8. PAKISTAN: A BRIEF PROFILE

Pakistan, officially the Islamic Republic of Pakistan, is the world's fifth-most populous country, with a population of almost 233 million people, and has the world's second-largest Muslim population. It is bordered by Afghanistan and Iran in the West, India in the East, and China in the far Northeast. Strategically, it is located in the important regions of South Asia, Central Asia, and the Middle East. From the mighty stretches of the Karakorams in the North to the vast alluvial delta of the Indus River in the South, Pakistan remains a land of high adventure and nature. For more information: refer to <https://pakistan.gov.pk/>

Islamabad - the capital city of Pakistan, is one of the most beautiful cities in the South Asian region. It has an area of 906.5 sq. kms and population of 2 million. It has the largest expatriate and foreigner population in the city. The city is vibrant with reasonably temperate climate, lush green scenery and excellent infrastructure.

**9. WEATHER**

The weather in Islamabad in May is quite hot. The average temperatures are between 24°C and 34°C, drinking water regularly is advisable. You can expect a few rainy days in Islamabad during May, but usually the weather is comfortable in May.

**10. LANGUAGE**

Urdu is the national language but English is widely spoken and understood in the city.

**11. TIME ZONE**

GMT/UTC + 5.00 hours

**12. BANKS & CURRENCY**

The Pakistani currency unit is Rupee. It is recommended that participants may keep some US Dollars in cash for expenses in Islamabad. However, larger shops and hotels accept credit cards, mostly VISA & MasterCard. Business hours are 9am to 5pm Monday to Thursday, 9am to 12:30pm & 2:30pm to 5:30pm on Fridays. Bargaining is expected in street markets and small stores. The current exchange rate is USD 1 = 279 PKR. Open market currency rates may slightly differ.

**13. ELECTRICITY**

Electrical current is 230 volts, 50Hz. Round two- or three-pin plugs are used. For other types of plugs, converters are easily available in the market.





14. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

The Islamabad International Airport is around 45 (37 KMs) minutes away from the venue of the meeting and recommended hotel. Local Secretariat will arrange transportation from the airport to the above-mentioned hotels and back to airport for the participants upon prior intimation. 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.

15. INSURANCE

APT and Local Secretariat will not bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. APT and Local Secretariat, therefore, 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.

16. CONTACT INFORMATION

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| **APT Secretariat**  Mr. Nidup Gyeltshen  Project Coordinator  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: [aptsatrc@apt.int](mailto:aptsatrc@apt.int) | **Local Secretariat**  Mr. Waqas Hassan  Assistant Director (International Liaison & Training)  E-mail: [waqashassan@pta.gov.pk](mailto:waqashassan@pta.gov.pk)  Pakistan Telecommunication Authority (PTA)  PTA Headquarters, Sector F-5/1, Islamabad  Tel: +92-51-9216394,  +923335159965 (WhatsApp)  Fax: +92-51-2878120 |