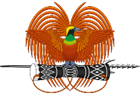
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**The 16th APT Policy and Regulation Forum for Pacific (PRFP-16)**

30 August – 1 September 2023, Port Moresby, Papua New Guinea

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**INFORMATION FOR PARTICIPANTS**

The 16th APT Policy and Regulation Forum for Pacific (PRFP-16) is scheduled to be held from 30August to 1September 2023 in Port Moresby, Papua New Guinea with physical attendance as well as virtual/online participation through Zoom meeting platform (i.e. hybrid meeting). The forum will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the National Information and Communications Technology Authority (NICTA), Papua New Guinea. It is also supported by the generous contributions from Department of Infrastructure, Transport, Regional Development, Communications and the Arts, Australia and Ministry of Internal Affairs and Communications, Japan.

Prior to PRFP-16, there will be a Pacific ICT Ministerial Dialogue on 28 August 2023, with an additional day for the Ministerial social gathering on 29 August 2023. The Ministerial Dialogue will be held in physical mode at the APEC Haus, Port Moresby. Please be informed that the host, NICTA will provide pick-up services from the hotel where PRFP is held to the venue of the Ministerial Dialogue (APEC Haus) and return for participants who are also attending the Ministerial Dialogue. For more details and participation, please contact the local secretariat.

Please find the following information for the convenience of participants.

**1. VENUE**

The PRFP-16 will be held at **Hilton Hotel, Port Moresby**. The contact details of the hotel are as follows:

**Hilton Port Moresby**

Address: Wards Road, Hohola

Port Moresby 121

Papua New Guinea

Telephone: + 675 7501 8000 Ext. 8043

Email: [Sarah.Laufa@Hilton.com](mailto:Sarah.Laufa@Hilton.com) and [Poka.Kila@Hilton.com](mailto:Poka.Kila@Hilton.com)

Website:[www.hiltonportmoresby.com](http://www.hiltonportmoresby.com)

**2. PARTICIPATION**

All APT Members, Associate Members, and Affiliate Members may participate in the forum. The Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend the forum.

For 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:** Non-APT members may be invited to participate in the activities of the forum as Guests at the discretion of the Chair of the PRFP and the Secretary-General in consultation with the relevant Member administration as appropriate.

Other non-APT members may participate as observers with the payment of the participation fee (amounting to USD 250) subject to consultation between the Secretary-General and the relevant Member Administrations, as appropriate.

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 preferably by the date specified in the following section.

Virtual participation will be arranged by using the Zoom meeting platform. Detailed information for virtual participation will be sent to the registered delegates who wish to attend virtually.

**3. REGISTRATION**

For both physical and virtual/online attendance of PRFP-16, registration can be done online at <https://www.apt.int/content/online-registration>, preferably by **2 August 2023** for making necessary arrangements. Please indicate in the registration form whether your delegate will attend in person or virtually. **Only the registered participants are entitled to join the forum**. APT Secretariat will provide detailed information to the registered participants prior to the forum.

**4. HOTEL ACCOMMODATION RATE & RESERVATION**

The **Hilton Port Moresby** is recommended for all participants to stay during the forum. All participants are required to make room reservations directly with the hotel except for the participants under the APT fellowship.

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| --- | --- | --- |
| **Name of the hotel** | **Room Type** | **Room Rate per night** |
| **Hilton Port Moresby**  Address: Wards Road, Hohola  Port Moresby 121  Papua New Guinea  **Room Reservation Contact**  Ms. Sarah Laufa and Mr. Poka Kila  Tel: 675 2077850  Email: [Sarah.Laufa@Hilton.com](mailto:Sarah.Laufa@Hilton.com) and  [Poka.Kila@Hilton.com](mailto:Poka.Kila@Hilton.com)  Website: [www.hiltonportmoresby.com](http://www.hiltonportmoresby.com) | Standard Room (with breakfast) | USD143.50 |
| Executive Room (with breakfast and access to the executive lounge and associated privileges) | USD190.50 |

* *The Room Rates are inclusive of an international buffet breakfast and Wi-Fi in room*
* *Rates are inclusive of service charge and tax per room per night*
* *Check-in time is 2:00 pm. and check-out is 12:00 am.*

**Due to the availability of limited rooms, APT Secretariat may not be able to guarantee hotel reservations and special rates after 2 August 2023.**

The following hotels are alternative hotels for participants to stay during the forum. Please contact the hotels directly for rates and reservations:

**1)** **Lamana Hotel**

Address: P.O Box 495, WAIGANI, National Capital District, Papua New Guinea

**Room Reservation Contact:**

Ms. Isabella Boslogo Golu, Reservations Manager

Tel: 675 3232444

Email: [reservations@lamana.com.pg](mailto:reservations@lamana.com.pg)

Website: [www.lamanahotel.com.pg](http://www.lamanahotel.com.pg)

**2)** **Holiday-Inn Express | Holiday-Inn & Suites**

Address: Cnr. Waigani Drive & Wards Road, Port Moresby, P.O. Box 1981, BOROKO, National Capital District, Port Moresby, Papua New Guinea

**Room Reservations Contact:**

Ms. Ashanti Koriwa, Reservations Agent

Tel: 675 303 2000 | Direct Line: 303 2041

Email: [Ashanti.Koriwa@ihg.com](mailto:Ashanti.Koriwa@ihg.com)

Website: <https://www.ihg.com/holidayinn/hotels/us/en/port-moresby/pomih/hoteldetail>

3) **Gateway Hotel and Apartments**

Address: Gateway Hotel and Apartments | Jackson's Parade, 7 Mile, PORT MORESBY, P.O Box 1215, Port Moresby, NCD 121, Papua New Guinea

**Room Reservation Contact**

Ms. Dora Bagasel, Residential Sales Manager

Tel: 675 3278100 | 675 72379302

Email: [gateway\_sales@coralseahotels.com.pg](mailto:gateway_sales@coralseahotels.com.pg)

Website: [www.coralseahotels.com.pg](http://www.coralseahotels.com.pg)

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

Related information about the meeting and provisional meeting documents will be available at the APT Website at: <https://www.apt.int/2023-PRFP16>.

Members, Associate Members, Affiliate Members, and International/Regional Organizations who wish to submit contribution(s) on the agenda items should prepare the contribution(s) in Microsoft Word and/or PowerPoint, English Version, and send it to [aptpolicy@apt.int](mailto:aptpolicy@apt.int). **The deadline for submission of the contribution(s) is 23 August 2023.**

**6. WIRELESS LAN**

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

**7. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL**

It takes about 15 minutes by car from Jacksons International Airport to Hilton Port Moresby.

* The host, NICTA will provide pick-up services from the airport to the hotel and return for all participants who advise of their itinerary in advance. Those who may need this assistance are encouraged to register flight details to the local secretariat via email [rgavara@nicta.gov.pg](mailto:rgavara@nicta.gov.pg) and [mliosi@nicta.gov.pg](mailto:mliosi@nicta.gov.pg) by **23 August 2023** so that adequate arrangements can be made.
* Alternatively, Hotel Shuttles are available for transport from and to the airport.

**8. VISA AND IMMIGRATION INFORMATION**

Visitors from most countries do need a visa to enter Papua New Guinea (PNG). PNG Entry visa must be obtained from the nearest PNG Embassy, High Commission or Consulate-General or apply online on the link provided below, before travelling or may be obtained upon arrival at Jacksons International Airport, Port Moresby for the Melanesian Spearhead Group (MSG) countries.

Please visit <https://ica.gov.pg/visa> for more details. If you require a visa supporting letter, please send a request along with a copy of your passport to the following:

**Mrs. Ravu Gavara**

The National Information and Communications Technology Authority

Tel: +675 303 3216

E-mail: [rgavara@nicta.gov.pg](mailto:rgavara@nicta.gov.pg)

**9. INSURANCE**

APT will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19. APT 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.

**10. PRACTICAL INFORMATION**

**Entry Conditions:** Travel to Papua New Guinea is currently open for international visitors. Refer to the Papua New Guinea National airline carrier URL <https://www.airniugini.com.pg/about-us/news/png-removes-all-covid-19-requirements-for-air-travel/> for more confirmation. However, it is important to note that while it is not a requirement to receive a COVID-19 vaccine prior to entering PNG, delegates must be aware of their individual health conditions and should not hesitate to alert the local Secretariat should anything arise while in Papua New Guinea.

**Weather**: Tropical, average temperature in Port Moresby is 28oC

**Dress code:** Smart casual attire. Island Shirts are encouraged. Suits can be worn however not mandatory.

**Time Zone**: GMT+10 hours

**Banks & Currency**: Major banks include Bank South Pacific (BSP), Westpac, Kina Bank, and the national currency is Papua New Guinea Kina (PGK). The exchange rate is about PGK3.00 to USD1.00

**Electricity**: Electricity voltage is 230/240 volts with pin configuration similar to Australia and New Zealand. You are advised to take along your universal adaptor if you are from any other country with dissimilar pin configuration and voltages.



**11. CONTACT INFORMATION**

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| **APT Secretariat**  Asia-Pacific Telecommunity  12/49 Soi 5, Chaeng Watthana Road  Bangkok 10210, Thailand  Tel: + 66 2 573 0044  Fax: +66 2 573 7479  Email: [aptpolicy@apt.int](mailto:aptpolicy@apt.int) | **Local Secretariat**  Mr. Polume Lume / Ms. Christine Francis  The National Information and Communications Technology Authority  Papua New Guinea  Tel: +675 303 3200  Email: [plume@nicta.gov.pg](mailto:plume@nicta.gov.pg)  [cfrancis@nicta.gov.pg](mailto:cfrancis@nicta.gov.pg) |