|  |  |  |
| --- | --- | --- |
| **APTlogogreen3** | **SATRC Working Group on Spectrum**  19 – 21 September 2023, Colombo, Sri Lanka | C:\Users\Dilan\Desktop\TRCSL\Certificates\Girls in ICT\ba54e389c3b43a9600c5ffeb14cf8c54_400x400.jpeg |

INFORMATION FOR PARTICIPANTS

The Meeting of SATRC Working Group on Spectrum is scheduled to be held from 19 to 21 September 2023 in Colombo, Sri Lanka with physical attendance as well as virtual/online participation through Zoom meeting platform (i.e., hybrid meeting). The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Telecommunications Regulatory Commission of Sri Lanka (TRCSL).

Please find the following information for the convenience of participants:

1. MEETING VENUE

The meeting will be held at the **Hotel Courtyard by Marriott Colombo** in Colombo, Sri Lanka. The contact details of the hotel are as follows:

Name of the Venue : Hotel Courtyard by Marriott Colombo

Address of the Venue : Colombo City Centre,

No. 137, Muttaiah Road,

Colombo 02. Sri Lanka

Tel : +94 11 7734400

Website : <https://www.marriott.com/en-us/hotels/cmbcy-courtyard-colombo/>

2. PARTICIPATION

SATRC Members and Affiliate Members of APT in SATRC countries can attend the meeting.

**3. REGISTRATION**

For both physical and virtual/online attendance, registration can be done online at <https://www.apt.int/content/online-registration>, preferably **by 5 September 2023** for making necessary arrangements. **Only the registered participants are entitled to attend the meeting**.

**4. HOTEL ACCOMMODATION RATES & RESERVATION**

**4.1 Hotel Courtyard by Marriott Colombo (Recommended Accommodation)**

Address: Colombo City Centre,

No. 137, Muttaiah Road, Colombo 2, Sri Lanka

Phone: : +94 11 7734400

Email : [enoch.weerasinghe@courtyard.com](mailto:enoch.weerasinghe@courtyard.com)

URL : <https://www.marriott.com/en-us/hotels/cmbcy-courtyard-colombo/>

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Superior | USD 110  (with Taxes) | USD 123  (with Taxes) | Cancellation policy :  \* up to 48 hours - No charge  \* 00 - 48 hrs. prior to arrival - 100% of the full stay |

* 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
* Check-in 14:00 hrs. / Check-out 12.00 noon

**4.2 Jetwing Colombo Seven (Alternative Accommodation)**

Address : Jetwing Colombo Seven, 57, Ward Place, Colombo 07, Sri Lanka

Phone : +94 11 2550200

Email : [resv.colomboseven@jetwinghotels.com](mailto:resv.colomboseven@jetwinghotels.com)

URL : <https://www.jetwinghotels.com/jetwingcolomboseven/>

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **Room Rate/Night** | | **Reservation Details** |
| **Single** | **Double/Twin** |
| Deluxe | 61.66 + Taxes (USD 78 net) | 67.98 + Taxes (USD 86 net ) | Cancelation policy – 7 days prior to the arrival – FOC |

* 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
* Check in 14:00 hrs. / Check-out 12.00 noon

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

**5.**

**VISA AND IMMIGRATION REQUIREMENTS**

Participants are required to have a valid passport or travel document with a minimum validity of six months beyond the period of stay and need to check visa requirements before entering the country. Participants are also advised to obtain visa, before the commencement of their journey, and where necessary, transit visas for countries enroute to Sri Lanka. As the visa requirements change from time to time, it is advisable to double check your visa requirements before departure.

Kindly check current visa requirements with your respective Embassies or Ministry of Foreign Affairs or travel agent before commencement of travel. For further information, please visit www.immigration.gov.lk, <https://eta.gov.lk/slvisa/>

For Online Visa facility, please refer to <https://eta.gov.lk/slvisa/>

Visa supporting letters 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 with a copy to APT Secretariat:

(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. Latest information regarding travel conditions (if any due to Covid-19) to enter Sri Lanka can be found at the link: <https://www.immigration.gov.lk/projectDetails_e.php?proid=105&id=2>

6. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

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

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 12 September 2023.**

**7. WIRELESS LAN**

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

**8. SRI LANKA: A TOURIST DESTINATION**

Sri Lanka, an island in the Indian Ocean located next to the Southern most point of the Indian subcontinent is a famous tourist destination. From North to South, it has a maximum length of 435 km (270 miles) and at its widest point it measures 225 km (140 miles). Population of the country is about 22.16 million. It encompasses beautiful tropical beaches, verdant vegetation, ancient monuments and a thousand other attractions to please all tastes.

Sri Lanka is famous for its rich biodiversity, large cinnamon and tea exportation, stunning natural landscape, important history and friendly people! It's also known as the Pearl of the Indian Ocean and has diverse cultural wealth and religious elements across the nation.

Colombo is the commercial capital of Sri Lanka, which is a fascinating city, not only for a comfortable blend of east and west, but also for a cosy mixture of the past and present. It is the commercial centre of the country and situated 35 km from the Bandarnaike International Airport at Katunayake.

**9. WEATHER**

The climate of Sri Lanka is tropical with humidity. The average temperature in September is in the range of 27 - 30 degrees Celsius.

10. LANGUAGE

English is one of the national languages and is widely spoken throughout Sri Lanka.

11. TIME ZONE

GMT/UTC+5.30 hours

12. BANKS & CURRENCY

The Unit of currency is Sri Lankan Rupees notes which comes in denominations of 20, 50, 100, 500, 1000 and 5000. Please use authorized money changers and banks to change 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. The Foreign Exchange Rate is about 290.67 LKR to 1 US$ (as of 31st May 2023). Most hotels and departmental shops or larger shops mostly accept VISA & MasterCard credit cards.

Banking hours for customers are 9 am to 3 pm Monday to Friday for most of the branches.

13. ELECTRICITY

Supply Voltage is 230 Volts, 50 Hz. Square three-pin (Type G) plugs are used. For other types of plugs, converters are easily available in the market.



14. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

Bandaranaike International Airport is around 45 minutes (35 km) 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 the 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

Due to procedural difficulties and budgetary constraints, APT and TRCSL will not 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 their participants before travel.

16. CONTACT INFORMATION

|  |  |
| --- | --- |
| **APT Secretariat**  Mr. Tawhid Hussain  Project Coordinator  Asia-Pacific Telecommunity (APT)  Address: 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**  Ms. S.A.R. Kamalanayana  Director (Actg.), Policy & International Relations  Telecommunications Regulatory Commission of Sri Lanka (TRCSL)  Address: No. 276, Elvitigala Mawatha, Colombo 08. Sri Lanka  Tel: +94 11 2676986  Fax: +94 11 2685832  Email: [nayana@trc.gov.lk](mailto:nayana@trc.gov.lk) |