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**The 36th APT Standardization Program Forum (ASTAP-36)**

20 to 24 May 2024

Bangkok, Thailand

**INFORMATION FOR PARTICIPANTS**

The 36th APT Standardization Program Forum (ASTAP-36) is scheduled to be held from 20 to 24 May 2024 in Bangkok, Thailand 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).

Please find the following information for the convenience of participants.

1. **VENUE**

The ASTAP-36 will be held at the Swissôtel Bangkok Ratchada Hotel, Bangkok, Thailand. The contact details of the hotel are as follows:

**Swissôtel Bangkok Ratchada**

Address: 204 Ratchadapisek Road,

Huay Kwang, Bangkok 10320,

Thailand

 Tel: Tel: +66 2 694 2222

 URL: <https://www.swissotelbangkok.com/>

1. **PARTICIPATION**

All APT Members, Associate Members, Affiliate Members, International/Regional Organizations, and Eligible Non-Members can attend the meetings by registering online [through](file:///%5C%5Captserv%5CSupitcha%5CMeetings%202019%5CWTSA20%2BASTAP31%5Cthrough) the APT Website.

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:** With the discretion of the Chair of ASTAP and the Secretary General of APT in consultation with the relevant Member Administration as appropriate, Non-Members can attend the meetings as an “Observer” by paying a Registration Fee of **USD 500** per person. The payment can be made in cash at the time of registration at the meeting venue or it may be sent through bank transfer to the APT prior to the meetings. Please contact APT Secretariat for further payment details.

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 Zoom meeting platform. Detail information for virtual participation will be sent to the registered delegates who wish to attend virtually.

1. **REGISTRATION**

For both physical and virtual/online attendance, registration can be done online at <https://www.apt.int/content/online-registration>, preferably by **22 April 2024** 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 attend the meetings**.

1. **TENTATIVE SCHEDULE OF THE MEETINGS AND MEETING MODE**

All meetings of ASTAP Working Group (WG) and Expert Group (EG) will be held in physical (face-to-face) mode. However, hybrid mode will be provided to Plenary sessions of ASTAP-36 and Industry Workshop scheduled on 20 May 2024. The detailed schedule of ASTAP WG and EG meetings will be made available on ASTAP-36 website at <https://www.apt.int/2024-ASTAP36>.

1. **HOTEL ACCOMMODATION & RESERVATION**

**Swissôtel Bangkok Ratchada** is recommended for all participants to stay during the meeting. Please make your hotel reservation in order to be eligible for the special rates given below at the earliest possible date or not later than **26 April 2024**.The Swissôtel Bangkok Ratchada has created hotel reservation online for this meeting.

Please make hotel reservation online at <https://url.in.th/tAYjY>

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| **Room Type** | **Room Rate** |
| Swiss Premier Room (Single) | THB 2,900 |
| Swiss Premier Room (Double/Twin) | THB 3,200 |
| Swiss Advantage (Single) | THB 3,200 |
| Swiss Advantage (Double/Twin) | THB 3,500 |
| Swiss Executive (Single) | THB 4,200 |
| Swiss Executive (Double/Twin) | THB 4,500 |

*\*\* Room rates are inclusive of breakfast 7.00am-10.30am., Complimentary Wi-Fi throughout the hotel area and broadband Internet in room., 10% service charge and 7% VAT*

The above-mentioned types of room are available on a first come first served basis. Participants are recommended to make early reservations in order to get the rooms of their choice. The hotel booking conditions are as follows:

* Accommodation expense will be settled by individual guest’s account upon departure, the reservation will be guarantee by credit card individually.
* In case of cancellation, if the reservation is not cancelled 72 hours before arrival, the first night will be charged. If the reservation is cancelled less than 24 hours before arrival, the total amount will be charged.
* In case of No Show, the hotel will charge the full amount of your reservation.
* Advance reservation is required. Last minute booking will be subjected to room availability.

Check in at 14:00 hours; check out before 12:00 hours.

All bookings must be secured by a major credit card.

**Due to the limited availability of rooms, APT Secretariat may not be able to guarantee hotel reservation and special rates after 26 April 2024.**

1. **MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINES**

Related information about the meetings and meeting documents will be available at the APT Website at <https://www.apt.int/2024-ASTAP36>.

APT members and International/Regional Organizations who wish to submit contribution on the agenda items should prepare their contribution in Microsoft Word and/or PowerPoint, English version and in proper template provided by APT Secretariat and send it to aptastap@apt.int. The template will be posted on the APT website. **The deadline for submission of contributions is 10 May 2024.**

1. **WIRELESS LAN**

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

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

Physical participants are requested to use public transportation facilities of the Suvarnabhumi International Airport, Thailand. For more information, please visit website: <http://www.bangkokairportonline.com/>.

For your general information, the following transportations are available from Suvarnabhumi International Airport to the Hotel:

* Public Meter Taxi is located on 1st floor of the Arrival Hall, entrance 4 and 7. Fare shown on meter, plus THB 50 surcharge for boarding at the airport.
* Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.
* Hotel Limousine (HOTEL/Suvarnabhumi Airport/HOTEL - One Way):

 Toyota Camry THB 1,700 net per car per way

 Benz E-Class THB 2,800 net per car per way

 Toyota van commuter THB 2,300 net per van per way

It takes about 50 minutes by car from Suvarnabhumi International Airport to the hotel via express way.

1. **VISA AND IMMIGRATION INFORMATION**

Thailand’s visa requirements may vary for the citizens of different countries. Please check the visa requirements with a Royal Thai Embassy or a Royal Thai Consulate-General in your respective country in advance. Kindly visit <https://consular.mfa.go.th/th/page/cate-7393-general-information?menu=5d68c88d15e39c160c00827e> for more details.

If you require a visa supporting letter from the APT, please contact aptadmin@apt.int.

1. **INSURANCE**

APT will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. 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.

**X. CODE OF CONDUCT**

The Code of Conduct requires that all participants in connection with APT meetings or events, whether virtual, hybrid or physical, must observe professional, respectful and responsible conduct at all times, bearing in mind zero tolerance on discrimination or intimidation against cultural, ethnic, religious and gender differences to facilitate a safe and inclusive environment.

More details on APT Code of Conduct are available at: <https://www.apt.int/sites/default/files/Upload-files/GA-MC-DOCS/APT-Code-of-Conduct.pdf>

1. **CONTACT INFORMATION**

For any further information about ASTAP-36, please contact:

APT Secretariat

12/49, Soi 5, Chaeng Watthana Road, Lak Si, Bangkok 10210, Thailand

Phone: +66 2 573 0044

Fax: + 66 2 573 7479

Email: aptastap@apt.int

1. **MAP OF THE HOTEL**

For map of Swissôtel Bangkok Ratchada: please click **see the map** inside this below link:

<https://www.swissotelbangkok.com/>

**Hotel name in Thai language to be shown to taxi driver:**

**“โรงแรมสวิสโฮเต็ล กรุงเทพ รัชดา”**

***Note:*** *Many taxi drivers do not have a clear understanding of English. Therefore, please collect the hotel card and show to the taxi driver on your return to the hotel.*

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