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**The 1st Meeting of the APT Preparatory Group for WTDC-25 (APT WTDC25-1)**

19 July 2024

Chiang Mai, Thailand (Hybrid)

**INFORMATION FOR PARTICIPANTS**

The 1st Meeting of the APT Preparatory Group for WTDC-25 (APT WTDC25-1) is scheduled to be held on 19 July 2024 in Chiang Mai, 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 APT WTDC25-1 will be held at the Shangri-La Chiang Mai in Chiang Mai, Thailand. The contact details of the hotel are as follows:

**Shangri-La Chiang Mai**

Address: 89/8 Chang Klan Road, Muang, Chiang Mai 50100, Thailand

 Tel: +66 53 253888

 URL: [Shangri-la.com/chiangmai](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.shangri-la.com%2Fchiangmai&data=05%7C02%7CWarrawan%40APT.INT%7Cf59426b1e39a4924b92508dc48b56e3b%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638465191770274469%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=JPebwLyAWay1gXXH8JdSNg93UOxV0BvwZ5DO0F%2BAcVY%3D&reserved=0)

1. **PARTICIPATION**

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 within the deadline as mentioned in the following section.

For APT 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 WTDC 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 250** 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.

Your administration/organization is kindly requested to register delegates by the date specified in the following section.

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

1. **REGISTRATION**

**Registration for both physical and virtual/online participants shall be done at** [**https://www.apt.int/content/online-registration**](https://www.apt.int/content/online-registration) **by 9 July 2024**. Please indicate in the registration form whether your delegate will attend in person or virtually. **Only the registered participants are entitled to join the meeting**.

1. **HOTEL ACCOMMODATION & RESERVATION**

**Shangri-La Chiang Mai** 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 **16 June 2024**.The Shangri-La Chiang Mai has created hotel reservation online for this meeting.

Please make hotel reservation online at the link provided below.

[http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=SLCM&group\_code=DEL150724&check\_in=20240715&check\_out=20240720](https://apc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.shangri-la.com%2Freservations%2Fbooking%2Fen%2Findex.aspx%3Fhid%3DSLCM%26group_code%3DDEL150724%26check_in%3D20240715%26check_out%3D20240720&data=05%7C02%7CWarrawan%40APT.INT%7Ccd3ee6d0506343686b9008dc5461e4ca%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638478026673865722%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=1wKiXL3QnTWxRgTF2ppGT0BjYd%2BXSJekzRhcvlzThTQ%3D&reserved=0)

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| --- | --- |
| **Room Type** | **Room Rate**  |
| Deluxe Room (Single) | THB 4,200 |
| Deluxe Room (Double) | THB 4,700 |

*Room charge for delegates is inclusive of 10% service charge, 7% tax and 1% provincial tax.*

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.

All reservations must be guaranteed by a major credit card or a form of e-Payment. Then, full room charge (equivalent to non-refundable deposit for the entire period of stay) would apply to cancellations after 15 days prior to arrival. Cancellation requests made 15 days prior to the actual arrival date will not incur any penalty charge. Room cancelled after 18:00 local hotel time on 30 Jun 2024 will be subject to 100% of stay room charge, plus applicable Service Charge, Tax and Fees.

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

**Due to the limited availability of rooms, APT Secretariat may not be able to guarantee hotel reservation and special rates after 16 June 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://apt.int/2024-WTDC25-1>.

APT members who wish to submit contribution on the agenda items should prepare their contribution in Microsoft Word and/or PowerPoint, English version and send it to aptwtdc@apt.int. The template will be posted on the APT website. **The deadline for submission of contributions is 9 July 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**

There are adequate services of airport limousines offered in the terminal as well as metered taxis service offered outside the airport.

Shangri-La Chiang Mai Hotel Limousine

i. Honda CR-V at THB 600.-nett per car one way (max 3 persons)

ii. Mercedes Benz - VITO at THB 1,300.-nett per car one way (max 3 persons)

iii. Toyota Commuter Van transfer at THB 950.-nett per van one way (max 6 persons)

(The rates quoted above are non-commissionable and are net, inclusive of 10% service charge and 7% values added tax. Rates are subject to change without prior notice.)

The cancellation policy for limousine service requires at least 4 hours prior arrival and departure time. In case of no show or late cancellation, the hotel will bill this cost to you or charge to guarantee credit card.

The hotel is 15 minutes away from the Chiang Mai international and domestic airports.

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.

**10. 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>

**11. CONTACT INFORMATION**

For any further information about APT WTDC25-1, 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: aptwtdc@apt.int

**12. MAP OF THE HOTEL**

For a map of Shangri-La Chiang Mai, please refer to the “Destination” section at the bottom of this webpage using the link below.

[Shangri-la.com/chiangmai](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.shangri-la.com%2Fchiangmai&data=05%7C02%7CWarrawan%40APT.INT%7Cf59426b1e39a4924b92508dc48b56e3b%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638465191770274469%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=JPebwLyAWay1gXXH8JdSNg93UOxV0BvwZ5DO0F%2BAcVY%3D&reserved=0)

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

**“โรงแรมแชงกรีลา เชียงใหม่”**

***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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