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| logogreen | The 4th Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-4)25 - 28 June 2024, Adelaide, Australia |  |

INFORMATION FOR PARTICIPANTS

The 4th Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-4) will be held from 25 to 28 June 2024 at Hilton Adelaide in Adelaide, Australia, 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 co-hosted by the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

Please find the following information for the convenience of participants.

1. **MEETING VENUE**

The APT WTSA24-4 will be held at **Hilton Adelaide**:

Address: 233 Victoria Square, Adelaide, South Australia 5000

Phone: +61 (08) 8217 2000

Fax: +61 (08) 8217 2001

Email: adelaide@hilton.com

URL: <https://www.hilton.com/en/hotels/adlhitw-hilton-adelaide/>

1. **PARTICIPATION**

APT Members, Associate Members and Affiliate Members can participate in the meeting. 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 meeting.

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 APT Preparatory Meeting for WTSA 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 attendees influences some preparations for the meeting venue and other arrangements, your administration/organization is kindly requested to register delegates for physical attendance 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 who wish to attend virtually.

1. **REGISTRATION**

For both physical and virtual/online attendance, registration should be done by **10 June 2024** online at <https://www.apt.int/content/online-registration> for making necessary arrangements. Please indicate the mode of delegates’ participation at the online registration form. **Only registered participants are entitled to join the meeting**.

1. **HOTEL ACCOMMODATION AND RESERVATION**

The following hotels are recommended for accommodation of delegates during the meeting:

## Hilton Adelaide (Recommended Accommodation)

Address: 233 Victoria Square, Adelaide, South Australia 5000

Phone: +61 (08) 8217 2000

Email: adelaide@hilton.com

URL: <https://www.hilton.com/en/hotels/adlhitw-hilton-adelaide/>

Booking link: <https://www.hilton.com/en/attend-my-event/aptpreparatorymeeting2024/>

| **Room Type** | **Room Rate / Night** | **Deadline of Reservation** |
| --- | --- | --- |
| King Hilton Deluxe | AUD 225 | Guests are recommended to make their reservations before 24 April 2024, to guarantee a room. On 24 May 2024, all unsold rooms will be released to the market. |
| Check in time: 15:00 / Check out time: 12:00 |

*Room rate does not include breakfast. Full buffet breakfast is available for $30 per person, per day. Room rates are inclusive of complimentary Wi-Fi, and include taxes and fees*

The hotel accepts only debit and credit cards (cash is not accepted). Credit card payments incur a merchant service fee of 2%, in addition to the total amount payable. Cards accepted include: Australian Bankcard, American Express, China Union Pay, Diner’s Club, JCB, MasterCard and Visa.

Early check-in and late check-out are subject to availability and approval by Front Desk. There will be a charge of one night’s full room rate for early check-in and a charge of room rate at 50% for late check-out until 6:00 pm.

Hilton Adelaide’s on-site restaurant is Coal Cellar+Grill. The menu includes seafood, vegetarian and meat dishes. Guests can choose from over 500 wine labels from the glass‑encased cellar. The hotel is about 450 meters from Adelaide’s Chinatown with cuisines options including Chinese, Japanese, Korean, Thai, Malaysian and Indian.

## Hotel Grand Chancellor Adelaide (Alternative Accommodation)

Address: 65 Hindley Street, Adelaide, South Australia 5000

Phone: +61 (8) 8231 5552

Email: rm@hgcadelaide.com.au

Website: <https://www.grandchancellorhotels.com/hotel-grand-chancellor-adelaide>

Room booking link: <https://www.grandchancellorhotels.com/hotel-grand-chancellor-adelaide/book/dates-of-stay?identifier=APT2024>

| **Room Type** | **Room Rate / Night** | **Deadline of Reservation** |
| --- | --- | --- |
| Executive King | AUD 185 | Guests are recommended to book early — reservations will be available until sold out. |
| Executive Twin | AUD 185 |
| Check in time: 14:00 / Check out time: 11:00 |

*Room rates do not include breakfast. Full buffet breakfast is available for $32 per person, per day. Room rates are inclusive of complimentary WiFi, and include taxes and fees*

The hotel reserves the right to take a pre-authorization on a supplied credit card upon check‑in. This pre-authorization may restrict available funds from the supplied card up to the value of the pre-authorization. The hotel also reserves the right to increase this pre‑authorization during your stay, should it deem it necessary. If a credit card is unable to be provided, full accommodation and a cash security bond are required at check-in.

Cards accepted include: American Express, Diners Club, Visa, MasterCard and debit cards. Payments made by credit card will incur a surcharge up to 3.60% dependent upon the card, equivalent to the credit card provider costs incurred.

Hotel Grand Chancellor Adelaide is located 900 meters from Hilton Adelaide, about a 10 to 15 minute walk, or 9 to 12 minutes by public transport.

## Tom’s Court Hotel (Alternative Accommodation)

Address: 338 King William St, Adelaide, South Australia 5000

Phone: +61 (08) 8224 8888

Email: toms@legacyhotels.com.au

URL: <https://www.tomscourthotel.com.au/>

| **Room Type** | **Room Rate / Night** | **Deadline of Reservation** |
| --- | --- | --- |
| Standard Single Queen Room | AUD 166 | Guests are recommended to book early — reservations will be available until sold out. |
| Standard Double/Twin | AUD 166 |
| Superior Queen Room | AUD 181 |
| Superior Twin Room | AUD 181 |
| Deluxe King Room | AUD 176 |
| Junior Suite | AUD 238 |
| Deluxe Suite | AUD 266 |
| Accessible Room | AUD 190 |
| Check in time: 14:00 / Check out time: 10:00 |

*Room rates do not include breakfast. Room rates are inclusive of complimentary WiFi, and include taxes and fees.*

The hotel is able to organize early check-in or late check-out for an extra fee pending availability. Please contact toms@legacyhotels.com.au to check availability.

The hotel guarantees the best rates if booked directly via the hotel website rather than third-party websites. All bookings require a credit card on file. A security bond will be required upon arrival.

The hotel has 71 stylish rooms with a variety of configurations, including 4 top-floor suites with private balconies and uninterrupted views of the city. Guests can book rooms with a kitchenette and laundry. Tom’s also offers interconnecting and accessible rooms. All rooms offer complimentary unlimited high-speed WiFi, casting TVs and Nespresso coffee.

The hotel does not have a restaurant or room service. However, guests are encouraged to explore nearby dining options in Chinatown, Halifax Street, and Adelaide Central Market. Guests can also order food delivery to reception.

The hotel offers dry cleaning services for an extra fee.

The hotel is located about 350 meters from Hilton Adelaide (5 minutes’ walk).

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

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

Members, Associate Members, Affiliate Members, and International/Regional Organizations who wish to submit contributions on the agenda items, should prepare their contribution(s) in Microsoft Word and/or PowerPoint, English version and in proper template provided by APT Secretariat and send it to aptwtsa@apt.int. The template is available on the APT website. **The deadline for submission of contributions is 15 June 2024**. Contributions will be posted on APT Website prior to the starting of the meeting.

1. **CODE OF CONDUCT**

The APT 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 the 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. **WIRELESS INTERNET**

Wireless internet access will be available during the meeting. Participants who attend physically and wish to utilize wireless LAN facility are kindly requested to bring their own laptop computers with WiFi capability.

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

Physical participants are encouraged to make their own transport arrangements to and from Adelaide Airport. The distance from the airport to Hilton Adelaide is 6.2 kilometers, which takes about 15 to 30 minutes by car/taxi, or about 40 minutes by public transport. You can expect to pay around AUD 30 for the trip (1 to 4 passengers).

## Taxi

Adelaide and its suburban areas are serviced by three taxi companies:

* [Independent taxis](http://www.aitaxis.com.au/)
* [Suburban taxis](https://www.suburbantaxis.com.au/)
* [Yellow cabs](http://www.yellowadelaide.com.au/)

In addition, [Suburban Access Taxis](https://accesstaxis.com.au/) caters for passengers with a disability. Their vehicles are fitted with hydraulic lifts, allowing passengers in wheelchairs and scooters to be transported securely and respectfully.

## Chauffeur and private hire

Ideal for business travel or airport transfers, there are a number of chauffeur and limousine services available in Adelaide. They include:

* [Q Car](http://www.qcar.com.au/)
* [Seven Star Passenger Service](http://www.chauffeuradelaide.com.au/services/)
* [Caprice Cars](https://capricecars.com.au/)

## Rideshare services

There are multiple rideshare services operating in Adelaide:

* [Uber](https://www.uber.com/au/en/)
* [Ola](https://www.olacabs.com/au)
* [Shebah](https://shebah.com.au/) (operated by women, for women)
* [MyCar](https://www.facebook.com/myCarLux/) for eco-friendly transport.

For a full list of accredited passenger transport services in Adelaide, refer to the South Australian Government [Department for Infrastructure and Transport (DIT)](https://www.sa.gov.au/topics/driving-and-transport/transport-industry-services/taxi-and-passenger-transport/passenger-services).

## Public transport

Travel by public transport (about 40 minutes) from Adelaide Airport to Hilton Adelaide is not recommended unless guests have little baggage and are prepared to walk. Guests can:

1. walk 110 meters from the airport terminal to bus stop 9A at Hamra Drive (south side)
2. take bus (routes J1 or J2)
3. get off at Stop D3 in Currie Street (north Side)
4. walk 700 meters (about 10 minutes) from the stop to the hotel.
5. **VISA AND IMMIGRATION INFORMATION**

Anyone who is not an Australian citizen will need a valid Australian visa to enter the country. The visa needed may depend on the country of departure. Please refer to the Australian Government [Department of Home Affairs](https://www.homeaffairs.gov.au/) website to determine which visa is needed and apply online. Given that visa requirements can change over time, please confirm that visas are up to date prior to departure. Early submission of visa applications is recommended.

Visa application forms are available on the Department of Home Affairs’ website and applications can be lodged online. Details about how to apply are included in the information about the particular visa you wish to apply for. A list of visas is available on the website. You may be required to provide business visitor documents to support your application. In case of any questions on visas, please contact host secretariat (email: ITU@communications.gov.au).

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 PCR tests, 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.

1. **PRACTICAL INFORMATION**

## About Australia

Official Name: Australia

Population: 25.69 million (2021)

Capital City: Canberra

Area: 7.682 million km2

Religion: Christianity (43.9%), No religion (38.9%), Islam (3.2%),
Hinduism (2.7%), Buddhism (2.4%), Other (1.7%)

Language: English

International dialing code: +61

## Weather

June is a winter month in Australia. The mean daily maximum temperature for Adelaide was 17.0°C in 2023, 1.2°C above the long-term average of 15.8°C. The warmest day was 25.3°C on 3 June 2023, and the coolest day was 27 June 2023, when the temperature did not exceed 12.2°C.

## **Time Zone**: GMT +10:30

## Banks & Currency

All major credit cards are accepted in Adelaide. Australian dollars are the local currency [Exchange Rates | RBA](https://www.rba.gov.au/statistics/frequency/exchange-rates.html).

## Electricity: 220-240V, 50 Hz.



A standard Outlet:

1. **CONTACT INFORMATION**

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| **APT Secretariat**Asia-Pacific Telecommunity (APT)12/49 Soi 5 Chaeng Watthana RoadBangkok 10210, ThailandPhone: +66 2 573 0044Fax: +66 2 573 7479Email: aptwtsa@apt.int | **Local Secretariat**Department of Infrastructure, Transport, Regional Development, Communications and the ArtsAddress: Level 3 Nishi Building, 2 Phillip Law Street, Canberra ACT 2601, AustraliaEmail: ITU@communications.gov.au  |