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**The 32nd Meeting of APT Wireless Group (AWG-32)**

4 to 8 March 2024

Pattaya, Thailand

**INFORMATION FOR PARTICIPANTS**

The 32nd Meeting of APT Wireless Group (AWG-32) is scheduled to be held from 4 to 8 March 2024 in Pattaya, 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 AWG-32 will be held at the Pullman Pattaya Hotel G. The contact details of the hotel are as follows:

 **PULLMAN PATTAYA HOTEL G**

445/3 Moo 5 Wongamart Beach, Pattaya - Naklua Road Soi 16,

Chonburi 20150, Thailand

Tel: (+66) 38 411940

Fax: (+66) 38 411949

Email: Phatcharaporn@pullmanpattayahotelg.com

1. **PARTICIPATION**

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

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 AWG and the Secretary General of APT in consultation with the relevant Member Administration as appropriate, Non-Members can attend the meeting 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 meeting**.** 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. Please indicate the mode of delegates’ participation at the online registration form.

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 5 February 2024** for making necessary arrangements. **Only the registered participants are entitled to attend the meeting**.

1. **HOTEL ACCOMMODATION & RESERVATION**

**PULLMAN PATTAYA HOTEL G** is the recommended venue for all participants to stay at during the meeting. Participants are kindly requested to make their reservations directly through the hotel's website at [https://www.pullmanpattayahotelg.com/](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.pullmanpattayahotelg.com%2F&data=05%7C02%7CSupitcha%40APT.INT%7C640b8fa92cd04f1e11b108dc2167f0ea%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638421977553160720%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=mcI5HVt7oHwWlHDX7nKiKPHdnDAsYebQ%2Bj1WNYlSrSs%3D&reserved=0). The rates will be in accordance with the rates on the hotel's website. Due to the high season in Pattaya during the meeting period, participants are urged to make their hotel reservations as soon as possible.

If participants have any further questions regarding the reservation process, please send an email tophatcharaporn@pullmanpattayahotelg.com with a copy to patcharee@pullmanpattayahotelg.com; pimlada@pullmanpattayahotelg.com; hataichanok@pullmanpattayahotelg.com; thanakris@pullmanpattayahotelg.com;

sales-co@pullmanpattayahotelg.com; sales-co1@pullmanpattayahotelg.com; sales@pullmanpattayahotelg.com

Cancellation and Penalty Policy:

The cancellation and penalty policy will be displayed when making the hotel reservation.  Please read carefully and follow their instructions.

All bookings must be secured by a major credit card.

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

**1.Centara Grand Mirage Beach Resort Pattaya**

[https://www.centarahotelsresorts.com/centaragrand/cmbr](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.centarahotelsresorts.com%2Fcentaragrand%2Fcmbr&data=05%7C02%7CSupitcha%40APT.INT%7Ceb1b3a8b569c4a97edd608dc214a148f%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638421849297226104%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=xO6v8i3zyo6r8OatWSlzPid7%2Bwc75s4cC1LZa3nbCog%3D&reserved=0)

277 Moo 5, Naklua, Banglamung, Chonburi 20150, Thailand

Reservation Email: cmbr@chr.co.th

General Email: cmbr@chr.co.th

General Telephone: +66 (0)-3-830-1234

**2. Prima Hotel Pattaya**

[https://primapty.com/](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprimapty.com%2F&data=05%7C02%7CSupitcha%40APT.INT%7Ceb1b3a8b569c4a97edd608dc214a148f%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638421849297239157%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=YBbdtA0ncj%2BOBnxG5AE%2FS9AhgQZ%2FISGthlqAbh33Yy8%3D&reserved=0)

157/22-23 M.5, Soi Wongamat, Pattaya-Naklua Road, Banglamung, Chonburi 20150, Thailand

T +66 (0) 38 370 705-7, +66 (0) 62 014 4412, +66 (0) 91 778 0635

F +66 (0) 38 370 285

Hotline +66 (0) 38 370 715

Email: reservation@primapty.com

**3. LONG BEACH GARDEN, PATTAYA**

[https://www.longbeachgardenhotel.com/](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.longbeachgardenhotel.com%2F&data=05%7C02%7CSupitcha%40APT.INT%7Ceb1b3a8b569c4a97edd608dc214a148f%7C4fc3803fd0d04fffa93eebcc4f330b4e%7C0%7C0%7C638421849297251874%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=HITJvvrTsqPFs1LHzBRp6z%2Foen2JmkMeVONmE7e70lU%3D&reserved=0)

499/7 Moo 5, 16 Naklua Rd., Banglamung, Chonburi 20150 Thailand

+66 (0) 3841 4616 -26

+66 (0) 3842 1714

Email: info@longbeachgardenhotel.com

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

Related information about the meeting and meeting documents will be available at the APT Website at <https://www.apt.int/2024-AWG32>.

APT members and International/Regional Organizations who wish to submit contribution(s) 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 aptawg@apt.int. The template is available on the APT website. **The deadline for submission of contribution(s) is 26 February 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**

For the information of the physical participants, the following transportations are available from Suvarnabhumi International Airport to the Hotel and vice versa. The Hotel is approximately 120 km. from Suvarnabhumi International Airport, and it takes about 2 hours by car from Suvarnabhumi International Airport to the hotel.

1. **SHUTTLE COACH SERVICES**

All participants are encouraged to make their own transport arrangements from the airport to the hotel/forum venue and on their return to the airport. Shared transfer by **Bell Travel Service is recommended for all the participants. There are two channels to purchase tickets:**

1. Online purchases via website as shown below: <https://ticket.belltravelservice.com/customer/ticket/SelectRoute>

Reservations can be made from one month before travel.

Please read the Remarks, Cancellation Policy and Terms and Conditions carefully when making an online purchase.

1. Purchase at ticket counter at Suvarnabhumi Airport located at Level 1 near Gate Number 8, Counter for “PATTAYA-HUA HIN” (counter’s name). Please inform the staff at the counter that your destination is Pullman Pattaya Hotel G. The return ticket can also be bought from this counter.
* **From Suvarnabhumi International Airport to Pattaya**

 **The schedules of the Coach:** 08:30, 10:30, 12:30, 14:30, 16:30 and 18:00 hrs.

Approx. THB 300/person (exclude service charge)

* Please be advised that participants, travelling to Pattaya by coach need to transfer to a van at bus terminal on arrival in Pattaya to be taken to Pullman Hotel G. The same applies for the return journey from Pullman Pattaya Hotel G.
* For online purchases, please be sure to book coach departure time at least 2 hours after your estimate time of arrival.
* The participants who arrive later than the schedule of 18:00 hrs. are recommended to use Pullman Pattaya Hotel G – Hotel limousine. Please contact the hotel directly.
* **From Pattaya to Suvarnabhumi International Airport**

**The schedules of the Coach:** 06:00, 09:00, 13:00, 15:00, 17:00 and 19:00 hrs.

Approx. THB 300/person (exclude service charge)

* Passengers are requested to wait at the hotel lobby 30 minutes before the departure time indicated in the above schedules.

The details of shared transfer by Bell Travel Service can be found at <http://www.belltravelservice.com>.

Contact numbers: Bangkok Office: +66 66 114 3291; SVB Airport: +66 66 114 3293; Pattaya Office: +66 114 3294.

1. **PULLMAN PATTAYA HOTEL G – HOTEL LIMOUSINE**

The Hotel is approximately 120km from Suvarnabhumi International Airport and provides Limousine service from the airport to the hotel at the following rates:

 Sedan: THB 3,000 net/car/trip (maximum 2 passengers with luggage)

 Van: THB 4,000 net/car/trip (maximum 6 passengers)

 Coach THB 23,000 net/car/trip (maximum 40 passengers with luggage)

**Limousine Contact person – Tour Desk:**

Tour Desk: Ms. Linda

Tel: +66 3 8411 940-8 Ext. 3702

Email: Tourdesk@pullmanpattayahotelg.com

**Payment Policy:**

 Individual Guest guarantee credit card booking and All payments should be settled upon arrival date.

**Cancelled Policy:**

 Cancellation or amendment of this booking is required to Tour Desk Office in advance by 3 days or 72 hours prior to arrival date in order to avoid a penalty fee of 100%. Non-arrival or failure to arrive at hotel without notice, a full amount charge of the stay is applied.

**Remark:**

 Rates are inclusive of 10% service charge and 7% applicable government tax and are non-commissionable.

 Please be informed that Airport Rep will meet and greet you at Gate number 3 – 4 with the Hotel’s Logo.

1. **AIRPORT LIMOUSINE SERVICE**

Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport. If participants would like to use the service of airport limousine, please visit <https://aot-limousine.com/> for details and making reservation.

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>

**XI. CONTACT INFORMATION**

For any further information about AWG-32, 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: aptawg@apt.int

**XII. MAP OF THE HOTEL**

For map of Pullman Pattaya Hotel G: please click ***see the map*** inside this below link:

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

**Hotel name in Thai language:**

# “โรงแรมพูลแมน พัทยา จี”

Address in Thai: 445/3 หมู่ 5 หาดวงศ์อมาตย์, ถนนพัทยา-นาเกลือ ซอย 16, 20150 พัทยา ชลบุรี

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