



SATRC Working Group on Spectrum

7 – 9 May 2024, Lalitpur, Nepal



INFORMATION FOR PARTICIPANTS

The Meeting of SATRC Working Group on Spectrum is scheduled to be held from 7 to 9 May 2024 in Lalitpur, Nepal with physical attendance as well as virtual/online participation through the Zoom meeting platform (i.e., hybrid meeting). The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Nepal Telecommunications Authority (NTA).

Please find the following information for the convenience of participants:

1. MEETING VENUE

The meeting will be held at the **Godavari Village Resort** in Lalitpur, Nepal. The contact detail of the venue is as follows:

Name of the Venue: Godavari Village Resort

Address of the Venue: Godavari Municipality Ward No. 3, Taukhel, Lalitpur, Nepal

Contact Person: Ms. Bipana Bhandari, Sales & Marketing Manager

Tel: +977-1-5560675, 5560777, 5560062

Website: <https://www.godavarivillageresort.com/>

2. PARTICIPATION

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

3. REGISTRATION

For both physical and virtual/online attendance, registration can be done online at <https://www.apr.int/content/online-registration> by **23 April 2024** to make necessary arrangements. **Only the registered participants are entitled to attend the meeting.**

4. HOTEL ACCOMMODATION RATE & RESERVATION

i) Godavari Village Resort (Recommended Accommodation)

Address: Godavari Municipality Ward No. 3, Taukhel, Lalitpur, Nepal

Phone: +977-1-5560675, 5560777, 5560062

Email: gvrsales@godavarivillageresort.com

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

Room Type	Room Rate/Night	
	Single	Double/Twin
Deluxe	USD 45	USD 55

- Rates are inclusive of welcome drinks, an international buffet breakfast, free Wi-Fi (2Mbps) and a swimming pool
- Rates are inclusive of service charge and tax per room per night

ii) Paradise Hills Resort Hotel (Alternative Accommodation)

Address: Badegaun Sadak (near Swet Barahi Temple), Godawari-14, Lalitpur, Nepal
 Phone: +977015560603
 Email: info@paradisehills.com.np
 URL: <https://paradisehills.com.np/>

Room Type	Room Rate/Night
	Double/Twin
Double Deluxe Room	NPR 5500 (Approx. USD 1 = NPR 133)

- Rates are inclusive of an international buffet breakfast and free Wi-Fi in the room
- Rates are exclusive of service charge and tax per room per night

For more information regarding hotel reservations, please directly contact the hotels with a copy to the Local Secretariat.

5. VISA AND IMMIGRATION REQUIREMENTS

Participants must 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, before the commencement of their journey, and where necessary, transit visas for countries en route to Nepal. As the visa requirements change from time to time, it is advisable to check your visa requirements with the nearest Nepalese Embassy before departure.

A visa supporting letter can be issued on request. Please submit the following information along with a copy of your passport to the local secretariat coordinator for the visa supporting letter.

Full Name

Passport Number

Place of Issue

Date of Issue

Date of Expiry

Nationality

Date of Birth

For on arrival visa, please visit: <https://www.immigration.gov.np/page/visa-on-arrival>

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.appt.int/2024-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. **The last date for submission of contribution is 30 April 2024.**

7. WIRELESS LAN

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

8. NEPAL: A BRIEF PROFILE

Nepal, officially the Federal Democratic Republic of Nepal, is a landlocked country in South Asia. Nepal has a diverse geography, including fertile plains, subalpine forested hills, and eight of the world's ten tallest mountains, including Mount Everest, the highest point on Earth. Kathmandu is the nation's capital and the largest city. Nepal is a multi-ethnic, multi-lingual, multi-religious and multi-cultural state, with Nepali as the official language.

Godawari is one of the popular hiking destinations in Nepal for its rich wildlife and splendid environment. Godawari is also famous for its botanical garden and Godawari temple. Mt. Phulchowki is located in Godawari which is the highest peak in Kathmandu valley.

9. WEATHER

The Programme days (7 to 9 May) is the Spring Season in Kathmandu Nepal. The days are warm and clear, the weather is stable. There is a probability of moderate rains.

10. LANGUAGE

The official language of Nepal is Nepali, and the youths have good knowledge of English Languages.

11. TIME ZONE

GMT+5:45

12. BANKS & CURRENCY

The central bank of Nepal is Nepal Rastra Bank and the currency of Nepal is Nepalese Rupees (Exchange Rate: USD 1 ~ NPR 133).

13. ELECTRICITY

The power supply is 220 V AC.

14. TRANSPORTATION DURING ARRIVAL AND DEPARTURE

Tribhuvan International Airport, Kathmandu is located around 14 km from the hotel, which will take 30 to 45 minutes by Taxi (depending upon the traffic). More detailed information about the Tribhuvan International Airport can be found on the following website: www.tiairport.com.np

The Local Secretariat/Hotel would arrange for pick-up and drop facility from the airport to hotels and back. The flight details and arrival and departure time shall be informed to the Local Secretariat well in advance for making arrangements.

15. INSURANCE

Due to procedural difficulties and budgetary constraints, APT and NTA are 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 your participants before travel.

16. CONTACT INFORMATION

APT Secretariat	Local Secretariat	
<p>Mr. Tawhid Hussain Project Coordinator</p> <p>Ms. Tassanee Putsoan Programme Secretary (HRD & ICT)</p> <p>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 Email: aptsatrc@apt.int</p>	<p>Mr. Jhalak Bahadur Thapa Deputy Director Nepal Telecommunications Authority (NTA) Address: Jamal, Kathmandu, Nepal Tel: +977-01-5355474 Mobile: +977-9849387108 Fax: +977-01-5355250 Email: jbthapa@nta.gov.np</p>	<p>Mr. Sugan Shakya Assistant Director Nepal Telecommunications Authority (NTA) Address: Jamal, Kathmandu, Nepal Tel: +977-01-5355474 Mobile: +977-9841750176 Fax: +977-01-5355250 Email: sshakya@nta.gov.np</p>