



SATRC Workshop on Spectrum Management

18 – 20 December 2019, Goa, India

INFORMATION FOR PARTICIPANTS

South Asian Telecommunication Regulators' Council (SATRC) Workshop on Spectrum Management would be held from 18 – 20 December 2019 in Goa, India. The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Telecom Regulatory Authority of India (TRAI).

The detailed arrangement are as follows:

1. VENUE

SATRC Workshop on Spectrum Management will be held at Bogmallo Beach Resort. The contact details of the hotel are as follows:

Bogmallo Beach Resort

Address: Bogmallo, Goa-403 806, India
Telephone.: +91-832-7131000/ 7131246
Email: ops@bogmallobeachresort.com

2. PARTICIPATION

This workshop is mainly organized for SATRC Members. Other APT Members, Associate Members and Affiliate Members can attend the workshop as well by completing online Registration Form available at <http://www.apt.int/content/online-registration>.

3. HOTEL ACCOMMODATION

For the logistics & convenience of the participants, the below mentioned hotel is recommended for staying which has been specially booked for the purpose. **Room reservations should be made directly by the participants with the hotel.** For any assistance the nodal officer in TRAI can be contacted. The hotel details are mentioned below:-

S. No.	Name of the Hotel	Room Type	Room Rate
1	Hotel Bogmallo Beach Resort PO Box-Bogmallo, Goa-403 806, India Mr S. Raju Reddy, Operation Manager, Mobile Number : +91 9823167242, Email: ops@bogmallobeachresort.com	Standard (occupancy Room)	Rs. 7450 + taxes (US\$ 105 Approx plus Taxes.)

Note: The room rates above are inclusive of breakfast, Wi-fi etc.

You are kindly requested to send your Attendance Form for finalizing the hotel reservation and other necessary arrangement to APT Secretariat by **15th November 2019** with a copy to Local Secretariat (TRAI) by the closing date. **The Secretariat may not be able to guarantee hotel reservation after the closing date.**

4. WORKSHOP WEBSITE, DOCUMENTS AND CONTRIBUTION GUIDELINE:

Related information about the workshop and provisional agenda will be available at the APT Website: <http://www.apt.int/>

For any information on the documentation please contact:

Ms. Elisha Rajbhandari
Assistant Project Coordinator
Phone: +66 2 573 0044 (Ext: 120)
E-mail: aptsatrc@apt.int

APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available on Internet. Members are encouraged to carry their Laptop computers for the meeting. Printing facility will be available at the meeting venue to print the necessary documents.

5. IMMIGRATION REQUIREMENTS

Participants must be in possession of 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 India. As the visa requirements change from time to time, it is advisable to check your visa requirements with the nearest Indian Embassy before departure.

Visa supporting letter can be issued on request. Please submit the following information along with a copy of passport to 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

6. REGISTRATION

Registration of delegates can be done online at <https://www.apt.int/content/online-registration>.

On-site registration and distribution of badges will commence at 08:30 hours 18th December 2019 at the Hotel in Goa, India. **Participants are required to bring their passports or other photo identification to receive their badges.**

7. PRACTICAL INFORMATION ABOUT GOA

Goa is a state in western India with coastlines stretching along the Arabian Sea. Its long history as a Portuguese colony prior to 1961 is evident in its preserved 17th-century churches and the area's tropical spice plantations. Goa is also known for its beaches, ranging from popular stretches at Baga and Palolem to those in laid-back fishing villages such as Agonda. The capital of Goa is Panaji



For more information, please refer website: <http://goatourism.gov.in/>

Weather: The temperature varies from 29 to 19 degrees Celsius minimum in December.

Language: Konkani is the official language, but English is widely spoken in the city.

Time Zone: GMT +5.30 hours

Banks & Currency: The unit of currency is Indian Rupees which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 200, 500 and 2,000. Please use authorised money changers and banks to change currency. They will issue a certificate of exchange which may be required at the time of re-conversion of any unused currency. The currency may also be exchanged at the airport on arrival. Foreign Exchange Rate is approximately Rs.71 to US\$ 1 (as in September 2019).

Most hotels, shops & other establishments accept credit cards. Master & VISA cards are accepted at almost all such establishments whereas some of them accept Diners & American Express cards as well.

13. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL:

Goa International Airport, Dabolim, Goa is located at 7 kms from the hotel, which will take 15-20 minutes by Taxi. More detailed information about the Goa International Airport, Dabolim, Goa, India can be found on the following web site: <https://www.aai.aero/en/airports/goa>

The local secretariat would arrange for pick-up and drop facility from the airport to hotels and back. The flight details and arrival and departure time may be informed to the local secretariat well in advance for making arrangements.

14. INSURANCE

Due to procedural difficulties and budgetary constraints, APT is not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT therefore requests your Administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

15. ATTENDANCE FORM

The Attendance Form should be completed and returned to the **APT Secretariat with a copy to Local Secretariat (TRAI) by 15th November 2019** via fax or e-mail at the following contact points to facilitate timely hotel reservations and other necessary arrangements.

16. CONTACT INFORMATION:

<u>APT Secretariat</u>	<u>Local Secretariat</u>
Asia-Pacific Telecommunity APT Secretariat 12/49 Soi:5 Chaengwatana Road Bangkok 10210 Thailand Phone: +66 2 573 0044 E-mail: aptsatrc@apt.int	For attendance, participation, etc. Mr. Joseph Manoharan, Deputy Advisor International Relations (IR) Telecom Regulatory Authority of India (TRAI) Phone +91-11-23230204 E-Mail: irdivision@trai.gov.in