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**Meeting of the SATRC Working Group on Spectrum**

27 – 28 May 2015, Colombo, Sri Lanka

PARTICIPANT’S INFORMATION

South Asian Telecommunication Regulators’ Council (SATRC) Working Group Meeting on Spectrum will be held from 27 – 28 May 2015 in Colombo, Sri Lanka. The event will be organized by the Asia-Pacific Telecommunity (APT) and hosted by Telecommunications Regulatory Commission of Sri Lanka (TRCSL)

Followings are the information for the participants.

1. Venue:

**Grand Oriental Hotel Colombo**

No. 2, York Street Colombo 01, Sri Lanka

Tel: +94 11 2 320 320, +94 77 344 1635

Fax: + 94 11 5 221 180

Email: [fom@grandoriental.com](mailto:fom@grandoriental.com)

**2. Participation:**

All SATRC Members and Affiliate Members from STARC countries can attend the meeting free of charge by completing online Registration Form available at <http://www.apt.int/content/online-registration>.

**3. Hotel Accommodation**

For the convenience of the participants, it is recommended to stay in the Grand Oriental Hotel.

Room reservation should be made directly by the participants (non-fellowship) with the hotel. **For making reservation please contact Mr. Oshantha Wijesinghe, Front Office Manager (Reservation) at email:** [**fom@grandoriental.com**](mailto:fom@grandoriental.com). For any assistance Local Secretariat can be contacted.

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| **Room Type** | **Room Rates per night nett** | |
| Deluxe Room | Single: USD 115 | Double: USD 123 |
| Standard Room | Single: USD 90 | Double: USD 98 |

**Note:**

* The prices are subject to availability and subject to change.
* Airport pick- up available upon prior intimation and managed by the hotel.
* Breakfast included in room rates.

**4. Meeting Website Meeting Documents and Contribution Guideline:**

Related information about the meeting and provisional meeting documents will be available at the APT Website.

For any information on the documentation please contact:

**Mr. Forhadul Parvez**

**Project Coordinator, Radiocommunication**

**Phone: +66 2 573 0044 (Ext: 117)**

**E-mail:** [**parvez@apt.int**](mailto:parvez@apt.int)

APT encourages the use of electronic documents during the meeting. Members are encouraged to carry their Laptop computers for the meeting.

**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 Sri Lanka. As the visa requirements change from time to time, it is advisable to check your visa requirements with the nearest Sri Lankan 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 coordinators for the visa supporting letter:

Full Name

Passport Number

Date of Issue

Date of Expiry

Nationality

Date of Birth

It is suggested to apply for the visa at least two weeks before the meeting starts.

**6. Registration:**

The registration counter will be set up in the foyer of the meeting hall commencing at 09:00 hours on 27th May 2015 at the meeting venue.

**7. Practical Information about Colombo**

Colombo is the capital city of Sri Lanka. Colombo is a busy and vibrant pace with a mixture of modern life and colonial building. It is also popular tourist destination.

Famous landmarks in Colombo include [Galle Face Green](http://en.wikipedia.org/wiki/Galle_Face_Green), [Viharamahadevi Park](http://en.wikipedia.org/wiki/Viharamahadevi_Park), [Beira Lake](http://en.wikipedia.org/wiki/Beira_Lake), [Colombo Race Course](http://en.wikipedia.org/w/index.php?title=Colombo_Race_Course&action=edit&redlink=1), [Planetarium](http://en.wikipedia.org/wiki/Planetarium), old parliament building, Independence Arcade, Mount Lavinia beach as well as the National Museum.

**8. Weather**

The month of May experiences hot and wet climate. The temperature in May is 29 cO. It may fluctuate between 26 cO 31 cO.The chance of rain during the month of May 46%.

**9. Language**

English is the official language throughout Sri Lanka.

**10. Time Zone**

GMT + 5:30 hours

**11. Banks & Currency**

The Unit of currency is Sri Lankan Rupees which comes in denominations of 1, 2, 5,10,50,100,500,1000,2000 and 5000. Please use authorized money changes and banks to change currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately SLR 132.07 to USD 1 (as on 07.04.2015).Most hotels and departmental shop accept credit cards.

**12. Arrival and Transportation:**

It takes about 30 minutes by Car/Taxi from Katunayake International Airport to the Hotel through highway.

**The suggested hotel will also provide Airport pick-up and drop to subject to prior intimation. For any further arrangements or difficulties, TRC office can be contacted. All participants are requested to intimate the hotel management with copy to APT/TRC secretariat for any arrangement**.

**13. 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.

**14. Contact Information:**

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| **APT Secretariat**  APT Secretariat  12/49 Soi:5 Chaengwatana Road  Bangkok 10210 Thailand  Phone: +66 2 573 0044 (Ext.:117)  Fax: + 66 2 573 7479  E-mail: [aptsatrc@apt.int](mailto:aptsatrc@apt.int) | **TRCSL Secretariat Contacts**  **Mr. M.K. Jayasekara**  Director  Head of the Division  Policy, International Relations & Licence Administration  Tel. +94 11 2676206, +94 11 2689345 (Ext.: 5200)  Fax. +94 11 2685832  **Email:** [**mohan@trc.gov.lk**](mailto:mohan@trc.gov.lk)  **Mr. R.M.J.K.B. Ratnayake**  Deputy Director  Policy, International Relations & Licence Administration  Tel. +94 11 2682564, +94 11 2689345 (Ext.: 5202)  Fax. +94 11 2685832  **Email:** [**jagath\_r@trc.gov.lk**](mailto:jagath_r@trc.gov.lk)  **Mr. W.K.N. Pradeep**  Development Officer  Policy, International Relations & Licence Administration  Tel: +94 11 2689345 (Ext.: 5205)  Fax. +94 11 2685832  **Email:** [**pradeep@trc.gov.lk**](mailto:pradeep@trc.gov.lk) |