



CONNECT ASIA-PACIFIC SUMMIT

Asia-Pacific: Smartly DIGITAL

Digital Inclusive Green Innovative Transformative Affordable Living

SECRETARIAT OF THE SUMMIT

The Connect Asia-Pacific Summit Secretariat
International Affairs Bureau
Ministry of Information and Communication Technology, Thailand
Tel: +66 (0) 2 141 6898-6903, +66(0) 2 141 6891
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connectsummit@mict.go.th
or
connectasiapacific@itu.int

FOR MATTERS RELATED TO PROTOCOL, SECURITY & LIAISON

Contact:
Ms. Ishariyaporn SMIPREM
isari9@gmail.com or connectsummit@mict.go.th

FOR MATTERS RELATED TO HOTELS AND TRANSPORTATION

Contact:
Ms. Parin
yingkhwan.h@mict.go.th or yingkhwan.h@hotmail.com

HOTELS

The Royal Thai Government will provide courtesy accommodations for the Heads of State/Government or Heads of Delegation and one accompanying delegate during 17 – 19 November 2013 (2 nights). The host reserves the right to allocate appropriate accommodation for each delegation. Any additional expenses incurred during the stay at the hotel will be borne by respective delegations.



The rest of the delegates are requested to select accommodation according to their preferences. The list of the recommended hotels is available at www.connectaspsummit.org. The hotels offer special rates including breakfast for the Connect Asia-Pacific Summit. Delegates are requested to arrange directly with their respective hotels their own guarantee and payment for accommodation as well as other amenities and services.

Should there be any inconvenience; the Connect Asia-Pacific Summit Secretariat will provide necessary assistance and coordination. For security purposes and further arrangements, the CRs are requested to provide information to the Secretariat by **12 November 2013**.

TRANSPORTATION

The Heads of State/Government will be provided with chauffeur-driven sedan equivalent to Mercedes Benz S class. The rest of his/her delegation will be provided with a Mercedes Benz E class (for Ministers level) and a van. A police motorcade will be arranged for the maximum of 2 days from 17 to 19 November 2013.

The Heads of Delegation will be provided with chauffeur-driven sedan equivalent to Mercedes Benz E class. The rest of his/her delegation will be provided with a van. A police motorcade is also arranged for the maximum of 2 days from 17 to 19 November 2013

Luggage van will be provided only upon arrival and departure for the Heads of State/Government. Other delegates will be responsible for the cost and arrangement for any additional vehicles.

The number of vehicles in the motorcade should **NOT** exceed the limit of 5 vehicles including the police cars. Luggage Van will **NOT** be included in the motorcade.

The delegation members not accompanying Heads of Delegation or not in the motorcade are requested to arrange their own transportation.



The Secretariat will also provide shuttle buses between the recommended hotels and the Summit venue on 18 November 2013.

FOR MATTERS RELATED TO VISA

Contact:

Ms. Autsanee Suwannarat
autsanee.s@mict.go.th

All Participants are required to possess a valid passport (validity not less than 6 months) and hold the relevant documents for entry into Thailand. Participants are responsible for arranging their visas, if required. Participants are advised to contact the nearest Royal Thai Embassies or Consulates-General or visit the Ministry of Foreign Affairs of Thailand's website for information on visa requirements.

The website is <http://www.mfa.go.th/main/en/services/123>

FOR MATTERS RELATED TO REGISTRATION

Contact:

Ms. Tanita Virayavanich
tanitta.virayavanich@itu.int

Pre-registration will be carried out *exclusively online* through focal points designated by each entity entitled to participate in the Connect Asia - Pacific Summit.

The role of a focal point is to handle registration formalities for all participants in his/her entity.

If your entity does not have a focal point, please contact:
bdtmeetingsregistration@itu.int

To modify the contact details of a focal point, or to change a focal point, an official fax from an authorized official should be sent to:
BDT Registration Service at: +41 22 730 5484 or +41 22 730 5545),
providing the updated details: **last name, first name and e-mail address.**



More information can be found at the official website aforementioned.

On-site registration and badging for the Connect Asia-Pacific Summit will begin on Saturday, 16 November 2013 at the IMPACT Exhibition and Conference Centre, Bangkok, Thailand.

Participants who do not pre-register must present a letter of accreditation from their Designated Focal Point.

In case of any difficulty in online registration, please contact:

Ms. Tanitta Virayavanich

ITU Regional Office for Asia and the Pacific

Email: tanitta.virayavanich@itu.int



SUMMIT GRAND OPENING

09:00 – 10:30, 18 November 2013
Bangkok, Thailand

[under development in consultation with the Host]



HIGH-LEVEL PANEL

Envisioning Asia-Pacific 2020

11:00 – 12:30, 18 November 2013

Bangkok, Thailand

Guidelines for Panellists

The High Level Panel - Envisioning Asia-Pacific 2020 will be chaired by **Dr. Hamadoun Touré, ITU Secretary General**, who will steer and facilitate interactive discussions that will focus on addressing the challenges faced by the Asia-Pacific region in their efforts to harness the full potential of ICTs to extend its benefits to all of society and the economy including SMEs and micro- businesses, build a truly inclusive and sustainable information and digital society and share their novel ideas and future insights and visions for "Asia- Pacific 2020: Smartly DIGITAL".

FOR MATTERS RELATED TO HIGH-LEVEL PANEL SESSION

Contact:

Ms. Aurora Rubio

connectasiapacific@itu.int

aurora.rubio@itu.int

Time Management Plan

A speaking time slot of approximately 5 minutes (max) is allocated to each panellist. The full messages of the Panellists will be posted at <http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/default.aspx> , should the ITU Secretariat be provided copies by **12 Nov 2013**.

The 90-minute High Level Panel will be conducted as follows:



Item	Time allotment (minutes)
Chairman to deliver introductory remarks and introduce the panellists	10
Each speaker allotted 5 minutes (max)	50
Roundtable Discussion	25
Summary/conclusion	5
TOTAL	90

Points of Notice

1. All written full messages received by the ITU Secretariat will be made publicly available at the Forum website in PDF format. By accepting to speak at this event, panellists grant an implicit authorization for ITU to post their full message online, unless stated otherwise. Related to this, photos and CVs of panellists will also be posted in the Forum website unless instructed otherwise.
2. As much as possible, panellists are requested to share their insights verbally and refrain from delivering powerpoint and/or video presentations. If necessary, and upon request, ITU Secretariat will upload the presentations in the Forum website. Panellists are likewise requested to make sure that the content of the messages is not of commercial nature.
3. If panellists have supplementary materials such as a full-length paper (e.g. in WinWord or PDF format) in addition to the full message, ITU Secretariat will be happy to also make them available in the Forum website.
4. Panellists are encouraged to meet the Chairman before the High Level Panel Session. This will allow panellists and chairman ample time to address any final concerns or questions.



Actions

Panellists are kindly requested to send the following to aurora.rubio@itu.int before **12 November 2013**:

1. A half page CV and Photo.
2. Half page summary of your message/intervention and copy of full message if available.
3. Please be reminded to kindly register online at <http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/item.aspx?ItemID=495>. If any have problem in registration, please contact Ms. Tanitta Virayavanich at tanitta.virayavanich@itu.int.
4. Please check the website from time to time for updates on the programme.



MULTI-STAKEHOLDER MEETING AND PARTNERSHIPS ANNOUNCEMENT

14:00 – 15:45, 18 November 2013
Bangkok, Thailand

Guidelines for Partners

A number of projects and/or awards have been prepared for the Summit within the framework of the Asia-Pacific Regional Initiatives adopted by the World Telecommunication Development Conference 2010 (WTDC-10). These have been compiled in a publication that will be ready for distribution among the participants for their reference/consultation during and beyond the meeting. The Summit will grant particular attention to high-impact projects in line with the region's priorities that can trigger cooperation and pave the way for lasting multi-stakeholder partnerships.

The Multi-stakeholder meeting aims to bring together to present their key ideas of partnerships under the projects to the leaders and participants at the Summit while interested partners can utilize this platform to announce, support and/or pledge investments through various projects and partnerships.

FOR MATTERS RELATED TO MULTISTAKEHOLDERS & PARTNERSHIP

Contact:

Mr. Sameer Sharma
connectasiapacific.itu.int
Sameer.sharma@itu.int



Time Management Plan

A speaking/presenting/awarding/demonstrating time slot of approximately 4 minutes (max) is allocated to each partner upon the request. The project proposals submitted before deadline are already posted at <http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/Project-Proposals.aspx>, while its publication in hardcopy and CD will be available.

The one hour forty five minute Multi-stakeholder Partnership meeting will be conducted as follows:

Item	Time allotment (minutes)
Opening remarks by Chairman	10 Minutes
Announcement and Call for Partnership	85 Minutes
Closing remarks by Chairman	10 Minutes
TOTAL	105

Points of Notice

1. The Multi-stakeholder Partnership meeting aims for partners to utilize this platform to announce, support and/or pledge investments through various projects and partnerships, while sharing insights verbally and refraining from delivering PowerPoint and/or video presentations.
2. Announcements & Partnerships: Partners who have already prepared tangible projects and have concrete announcements / awards to be presented, would be invited to make brief verbal announcement.
3. Call for Partners: Partners, who submitted project documents and have concrete proposals inviting call for partners, can make brief verbal presentation of the project objectives and outcomes, inviting call for partners.
4. Pledges: Upon presentation of projects, any partner can support the project and pledge for commitment.



5. The ways of presenting the projects, awards, announcements or any others within 4 minutes, if any, should be provided to the ITU Secretariat **by 12 Nov 2013** to prepare for the session
6. If any partners have supplementary materials such as a full-length paper (e.g. in WinWord or PDF format) in addition to the above no 2, ITU Secretariat will be happy to also make them available in the Forum website.

Actions

Partners are kindly requested to send the following to sameer.sharma@itu.int before **12 November 2013**:

1. A half page CV and Photo.
2. Half page summary of your message/intervention.
3. Please be reminded to kindly register online at <http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/item.aspx?ItemID=495>. If any have problem in registration, please contact Ms. Tanitta Virayavanich at tanitta.virayavanich@itu.int
4. Please check the website from time to time for updates on the programme.



MINISTERIAL ROUNDTABLE

16:00 – 17:30, 18 November 2013
Bangkok, Thailand

Guidelines for Participants

The Ministerial Roundtable is aimed at brainstorming on the ICT connectivity challenges in Asia-Pacific, fostering collaboration mechanisms for multi-stakeholder partnerships and endorsing the Communiqué for achieving the objectives of Smartly DIGITAL Asia-Pacific by 2020. The Roundtable expects sharing of vision towards implementation of Smartly DIGITAL objectives in the Asia-Pacific region.

FOR MATTERS RELATED TO MINISTERIAL ROUNDTABLE

Contact:

Mr. Sameer Sharma

connectasiapacific.itu.int

Sameer.sharma@itu.int

Time Management Plan

A speaking slot of approximately 3 minutes (max) is allocated to participants upon the request. The full messages will be posted at <http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/default.aspx> , should the ITU Secretariat be provided copies by **12 Nov 2013**.



The 90-minute Ministerial Roundtable will be conducted as follows:

Item	Time allotment (minutes)
Introductory remarks by Mr. Brahima Sanou, Director, Telecommunication Development Bureau, ITU	5 Minutes
Opening remarks and presenting Communique by Session Chair, His Excellency Group Captain Anudith Nakornthap, Minister, Information and Communication Technology, Thailand, Minister of Information and Communication Technology (MICT), Kingdom of Thailand	10 Minutes
Implementing Asia-Pacific 2020 Smartly Digital : The Way Forward - Statements by Ministers (upon the request)	70 Minutes
Closing remarks by Session Chair, His Excellency Group Captain Anudith Nakornthap, Minister, Information and Communication Technology, Thailand, Minister of Information and Communication Technology (MICT), Kingdom of Thailand	5 Minutes
TOTAL	90

Points of Notice

1. All written full statements received by the ITU Secretariat will be made publicly available at the Forum website in PDF format.
2. The Roundtable is aimed to share insights verbally and refrain from delivering PowerPoint and/or video presentations.
3. If participants have supplementary materials such as a full-length paper (e.g. in WinWord or PDF format) in addition to the full message, ITU Secretariat will be happy to also make them available in the Forum website.



Actions

Participants are kindly requested to send the following to sameer.sharma@itu.int before **12 November 2013**:

1. A half page CV and Photo.
2. Half page summary of your message/intervention and copy of full message if available (form is to be provide upon the request).
3. Please be reminded to kindly register online at <http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/item.aspx?ItemID=495>. If any have problem in registration, please contact Ms. Tanitta Virayavanich at tanitta.virayavanich@itu.int
4. Please check the website from time to time for updates on the programme.