



**Telecommunication
Development Bureau (BDT)**

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Geneva, 21 October 2013

ITU Member States (ASP Region)
ITU Sector Members (Worldwide)
Regional and International Organizations
including financing and development
institutions
United Nations System

Subject: **Pre-Meeting for Connect Asia-Pacific Summit, Bangkok, Thailand, 17 November 2013**

Dear Sir/Madam,

I am pleased to invite you to participate in a pre-meeting for the Connect Asia-Pacific Summit (18 November 2013, Bangkok, Thailand) to be held on 17 November 2013 at 10:00 am at Sapphire 103 – 104 IMPACT Forum, Muang Thong Thani, Bangkok.

The objective of this pre-meeting is to carry out briefings and rehearsal prior to the Summit. This will also provide an opportunity for the focal points from participating Administrations, Sector Members and Agencies to familiarize with the logistics, venue and settings for the Summit Grand Opening, High Level Panels, Multistakeholder Meetings and Partnership Announcements, Ministerial Roundtables, Closing and Gala Dinners.

Please find hereto attached a Draft Agenda for the Pre-Summit Meeting. Kindly send your confirmations to ConnectASP@itu.int.

Ms. Eun-Ju Kim, Regional Director, ITU Regional Office for Asia and the Pacific is at your disposal should you have any queries: (e-mail: ConnectASP@itu.int, telephone +66 2 575 0055).

I look forward to welcome you to this important meeting.

Yours faithfully,

[Original signed]

Brahima Sanou
Director



Pre-Meeting for Connect Asia-Pacific Summit

17 November 2013

10:00 a.m.

Sapphire 103 – 104 IMPACT Forum

Muang Thong Thani

Bangkok, Thailand

DRAFT AGENDA

1. Welcome Address
2. Connect Asia-Pacific Summit Programme and Proceedings
 - Opening remarks
 - High Level Panel
 - Multistakeholder Partnerships/Projects
 - Ministerial Roundtable
 - Closing
 - Gala Dinner
3. Venue of Sessions
4. Protocols, Seating Arrangements, and Registrations
5. Media and Press Conference
6. Any other business