

Telecommunications and Information Exchange Between Systems

ISO/IEC JTC 1/SC 6

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Document Status:	Delegates who wish to attend this meeting are required to complete meeting registration form (Attachment B) and return it to the SC6 secretary, Ms. Jooran Lee (jooran@kisi.or.kr) and the Japanese meeting host (sc6tky2009@itscj.ipsj.or.jp) until April 20, 2009
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Information Technology Standards Commission of Japan

ITSCJ

Information Processing Society of Japan

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<http://www.itscj.ipsj.or.jp>

Information for the ISO/IEC JTC 1/SC 6 Plenary & WG Meetings, Tokyo, Japan, 2009-06-01 /05

1. HOST ORGANIZATION

IPSJ/ITSCJ (on behalf of JISC)

2. CONTACT

2.1 Host Contact

- 1) Mr. Ippei Hayashi
Secretary General,
IPSJ/ITSCJ
- 2) Ms. Tomomi Haruhana
E-mail: sc6tky2009@itscj.ipsj.or.jp

2.2 SC6 Secretariat

Ms. Jooran Lee
E-mail: jooran@kisi.or.kr

3. MEETING PLACE

Kikai-Shinko-Kaikan Bldg.
3-5-8, Shiba-koen, Minato-ku
Tokyo 105-0011, Japan
TEL: + 81 3 3431 2808 FAX: + 81 3 3431 6493

"Kikai-Shinko-Kaikan" is located within walking distance from any of the following train stations. It is just in front of "Tokyo Tower". Please see the Map in Attachment A. Smoking is prohibited throughout the building.

- 8 minutes from Subway Hibiya line, "Kamiya-cho", Exit No. 1
- 10 minutes from Subway Mita line, "Onarimon", Exit No. A1
- 10 minutes from Subway Oedo line, "Akabanebashi", Akabanebashi Exit
- 15 minutes from Subway Asakusa line, "Daimon", Exit No. A5
- 17 minutes from "Hamamatsucho" of JR

4. SCHEDULE of MEETINGS

Meeting Rooms on the 6th floor of Kikai-Shinko-Kaikan

M: Morning session from 9 a.m. to 12 noon A: Afternoon session from 13 p.m. to 17 p.m.

Group	Room No. (capacity)	Mon 1 June		Tue 2 June		Wed 3 June		Thu 4 June		Fri 5 June	
		M	A	M	A	M	A	M	A	M	A
Plenary	65 (42)										
HoD/C	64 (24)										
WG1	61 (24)										
WG7	6S-2 (20)										
WG8	60 (16)										
WG9	62 (24)										
Secretariat	6S-1										
Coffee Service	63										

Internet connection (wireless LAN, WEP) will be available in these rooms.

5. REGISTRATION

Delegates are kindly requested to complete **Meeting registration form** (Attachment B) and return it to Ms. Tomomi Haruhana and Ms. Jooran Lee by e-mail not later than **April 20, 2009**.

6. HOTEL INFORMATION

Block booking has been made at "Shiba Park Hotel" which is located near the meeting place. Please note that discount rate is available if the booking is made **by May 10, 2009**, using **Reservation form for Shiba Park Hotel** (Attachment C).

7. TRANSPORTATION (From Narita Airport to Shiba Park Hotel)

There are two choices of transportation from Narita New Tokyo Airport to Shiba Park Hotel.

- a) Direct Airport Limousine Bus service which commuting to the hotel is available. Bus ticket can be purchased at the Airport Limousine Bus counter of the Airport arrival hall. Ticket is 3,000 Yen per person. The journey from the airport to the hotel is approximately 2 hours.
http://www.limousinebus.co.jp/en/timetable/narita/shiba_h.html
- b) Japan Railway Narita Express service is also available from the airport to Tokyo station at the fare of 2,940Yen per person. Ticket can be purchased at Japan Railway ticketing counter located on the basement floor of the airport. Taxi fare from Tokyo station to Shiba Park Hotel is approximately 1,500Yen.
<http://www.jreast.co.jp/e/nex/index.html>

8. PASSPORT and VISA

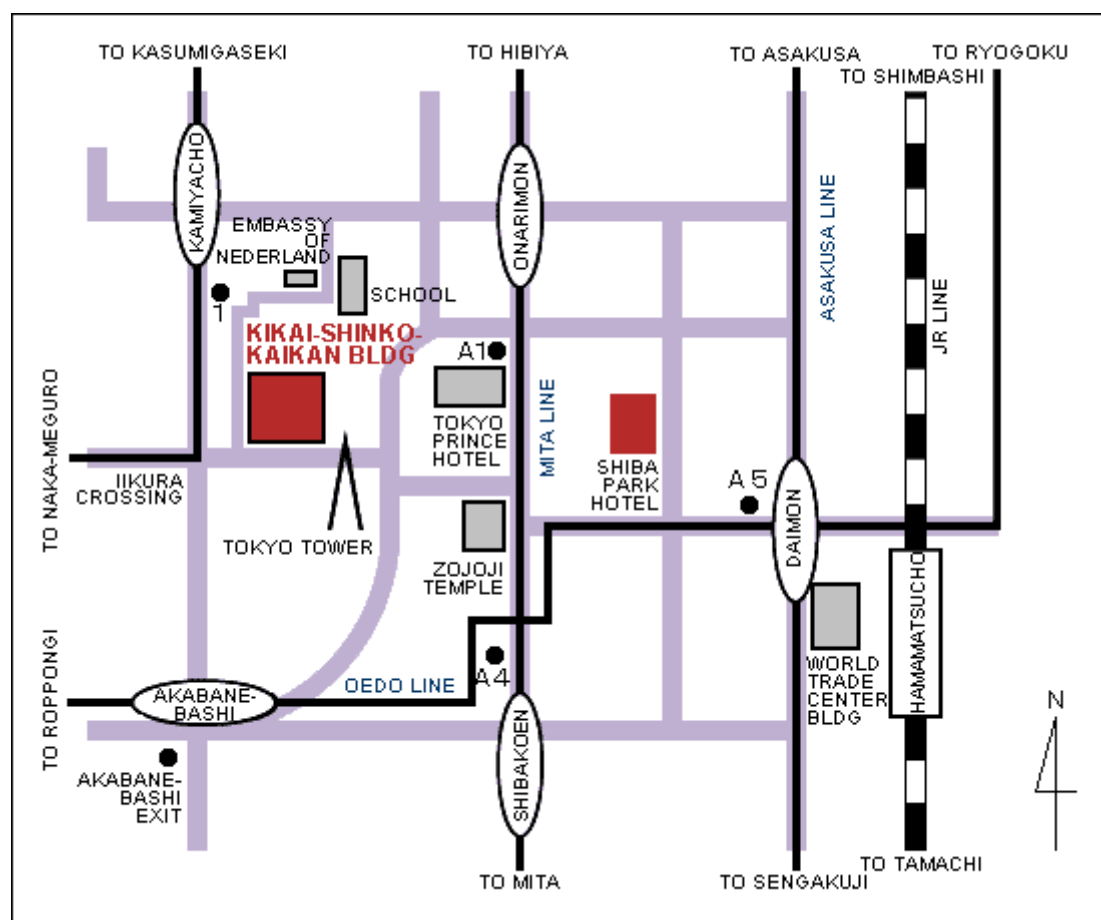
Participants are advised to check regulations regarding passport, visa and particularly length of notice for obtaining a visa, if required, with their travel agency. If you need any documents for acquisition of visa, please contact the host (sc6tky2009@itscj.ipsj.or.jp) immediately.

9. SOCIAL EVENT

Delegates and their accompanying persons are invited to the social event on the evening of June 3, 2009. The detailed schedule and place for the social event will be announced at the registration desk.

Attachment A: City map around Kikai-Shinko Kaikan
Attachment B: Meeting registration form
Attachment C: Reservation form for Shiba Park Hotel

City map around Kikai-Shinko Kaikan



Kikai-Shinko-Kaikan Bldg. 3-5-8, Shiba-koen, Minato-ku Tokyo 105-0011, Japan	Shiba Park Hotel 1-5-10, Shiba-koen, Minato-ku Tokyo 105-0011, Japan
機械振興会館	芝パークホテル

ISO/IEC JTC 1/SC 6 Plenary & WG Meetings Tokyo Japan, 1-5 June 2009

Meeting Registration Form
to be returned
to jooran@kisi.or.kr and sc6tky2009@itscj.ipsj.or.jp.

***Deadline for registration: April 20, 2009**

Given name:	
Family name:	
Affiliation:	
Address:	
City:	Country:
Email:	
Date of Arrival:	
Country of Delegation:	

I will attend the following meetings *(please place an X in the appropriate field):*

Plenary	HOD/C	WG 1	WG 7	WG 8	WG 9

I will attend the Social Event on June 3, 2009 *(please place an X).*

Yes	No	Number of Accompany

Shiba Park Hotel

Shiba-koen, 1-5-10, Minato-ku, Tokyo, 105 Japan, Phone: +81-3-3433-4141 FAX: +81-3-3473-4142

To whom it may concern;

RE: ISO/IEC JTC 1/SC 6 Meeting

It is a great honor for us to welcome you who attend the above-mentioned meeting .
Concerning this meeting, we would like to offer special room rates to all participants.

Room Type	Rate	Rate w/breakfast	Internet Access
Main Single *	12,000 Yen	14,000 Yen	Not Available
Annex Single	13,000 Yen	15,000 Yen	Available (Free)
Annex Twin/Double (Double Use)	16,000 Yen	20,000 Yen	Available (Free)
Annex Twin/Double (Single Use)	14,000 Yen	16,000 Yen	Available (Free)
Business Class Room	15,000 Yen	17,000 Yen	Available (Free)

Rates are inclusive of service charge & government tax.

* For Main Building Single, internet access is not available.

* The hotel has free internet access corners at annex building.

Please note that the Kikai- Shinko- Building, where the meeting is to be held, is just a 10-minute walk from Shiba Park Hotel. Shiba Park Hotel is located in the district of Shiba Koen, and has a very easy access to 3 subway lines and 1 JR line.

For more details, you can check our homepage. <http://www.shibaparkhotel.com>

For reservation, please fill in the attached reservation form and send it by facsimile or e-mail.

DIRECT BUS SERVICES FROM/TO NARITA INT'L AIRPORT AVAILABLE.

Looking forward to hearing from you soon,

Sincerely yours,

Tomomasa Nakamura
Assistant Manager
Corporate Sales
Shiba Park Hotel
Tokyo, JAPAN

RESERVATION FORM for Shiba Park Hotel, Tokyo, Japan

Attention to: Mr. Nakamura, Sales Department
Address: 1-5-10, Shiba-koen, Minato-ku, Tokyo 105-0011, Japan
Fax: +81-3-5470-7515
Telephone: +81-3-5470-7510
E-mail: t.nakamura@shibaparkhotel.com

RE: ISO/IEC JTC 1/SC 6 Meeting

Name (PRINT):

Name of Company:

Address:

Fax:

E-mail:

Date of Arrival
Flight No.

Date of Departure
Flight No.

Type of Room (Please tick):

Note 1: Business Class Room can accommodate Only 1 person. (Single Use Only)

Note 2: All prices include Tax and Service Charge.

<u>Main Single(no internet)</u>	<u>12,000 Yen ()</u>	<u>w/breakfast</u>	<u>14,000 Yen ()</u>
<u>Annex Single</u>	<u>13,000 Yen ()</u>	<u>w/breakfast</u>	<u>15,000 Yen ()</u>
<u>Annex Twin</u>	<u>16,000 Yen (double use) ()</u>	<u>w/breakfast</u>	<u>20,000 Yen ()</u>
<u>Annex Twin</u>	<u>14,000 Yen (single use) ()</u>	<u>w/breakfast</u>	<u>16,000 Yen ()</u>
<u>Annex Double</u>	<u>16,000 Yen (double use) ()</u>	<u>w/breakfast</u>	<u>20,000 Yen ()</u>
<u>Annex Double</u>	<u>14,000 Yen (single use) ()</u>	<u>w/breakfast</u>	<u>16,000 Yen ()</u>
<u>Business Class Room</u>	<u>15,000 Yen ()</u>	<u>w/breakfast</u>	<u>17,000 Yen ()</u>

No smoking room (if available) ()

Deadline for the reservation:

The rates above are available until May 10th 2009.

We look forward to serving you at Shiba Park Hotel.
Have a safe flight, and we will see you soon.