

Information for the 1st ISO/IEC JTC 1/SC 22

International Rapporteur Group (I18NRG) Meeting,

Tokyo, Japan, 2005-03-16/18

1. HOST ORGANIZATION

Information Technology Standards Commission of Japan (ITSCJ) of
Information Processing Society of Japan (IPSJ) on behalf of JISC

2. HOST CONTACT

Mr. Mayumi Mita
Secretary General,
IPSJ/ITSCJ
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
E-mail: mita@itscj.ipsj.or.jp

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
<http://www.itscj.ipsj.or.jp/eg/map1e.html>

"Kikai-Shinko-Kaikan" Building 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.

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 "Hamatsucho" of JR

4. LOCATION OF MEETING ROOM

Room #65 (Capacity: 42 persons) on the 6th floor has been reserved. Wireless LAN, Internet connection, one desk-top PC and one laser printer (HP laser Jet 4V) will be available in this room. Two small rooms #68 and #69 will be also available.

5. SC 22 REGISTRATION Form

Registration form is enclosed. Delegates are requested to send the Registration Form (by e-mail or fax) duly completed for themselves and any accompanying person to the SC 22 Secretariat and the contact person not later than **February 10, 2005**:

Attention: Ms. Sally Seitz
ANSI
25 West 43rd Street
New York, NY 10036
Telephone: +1 (212) 642-4918
Fax: +1 (212) 840-2298
Email: sseitz@ansi.org

Attention: Mr. Shizuo Goto
Enterprise Business Planning, Software Division, Hitachi Ltd.
5030, Totsuka-cho, Totsuka-ku, Yokohama 244-8555 JAPAN
Telephone: + 81-45-862-8587
Fax: + 81-45-862-8599
E-mail: gotoushi@itg.hitachi.co.jp

6. HOTEL INFORMATION and RESERVATION Form

Block bookings have been made at "Shiba Park Hotel" and "Tokyo Prince Hotel". They are located near the meeting place. Please note that the discount rates are available if bookings are made **not later than February 28, 2005**, using the attached "RESERVATION FORM" (See Attachment C or Attachment D). Other recommended hotels are listed in Attachment E.

7. PASSPORT, VISA and VACCINATION

Participants are advised to check regulations regarding passport, visa and vaccination and particularly regarding 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 immediately.

Ms. Ayuko NAGASAWA
Information Technology Standards Commission of Japan (ITSCJ)
Information Processing Society of Japan (IPSJ)
308-3, 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
E-Mail: nagasawa@itscj.ipsj.or.jp

8. TRANSPORTATION (From Narita Airport to Shiba Park Hotel and Tokyo Prince Hotel)

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

<http://www.shibaparkhotel.com/directions/index.html>

<http://www.princehotelsjapan.com/TokyoPrinceHotel/index.asp>

a) Narita Airport Limousine Bus services.

Reservations are not necessary from Narita Airport. Ticket is 3,000 Yen per person. It takes about two hours from Narita Airport to Shiba Park Hotel and Tokyo Prince Hotel. On the other hand, reservations are necessary from Shiba Park Hotel to Narita Airport. Please visit the following URL for more detailed information.

http://www.limousinebus.co.jp/e/timetable/index_n/shiba_h.html

b) Japan Railway Narita Express services.

Narita Express services are available from Narita Airport to Tokyo station at the fare of 2,940Yen per person. It takes 53 minutes to Tokyo Station (JR) . Ticket can be purchased at Japan Railway ticketing counter located on the basement floor of the airport. Taxi fare from Tokyo station to the hotels is approximately 1,500Yen. For more information about JR Narita Express, please visit the following URL.

<http://www.jreast.co.jp/e/index.html>

http://www.narita-Airport.or.jp/Airport_e/access/train/index.html.

NOTE: Taxis are not recommended from Narita Airport to Tokyo Area because of long distance. But short distance uses of Taxis are very useful. Taxis and subway may not accept credit cards. You should prepare necessary amount of cash. The best way to reach your destination without mistake is to show the address to the bus driver or taxi driver. He will have pleasure to help you. You do not have to pay tips.

9. GENERAL INFORMATION about TOKYO

Temperature

Average Maximum Temperaturte: 12.3 Celsius 54.1 Fahrenheit

Average Temperaturte: 7.4 Celsius 45.3 Fahrenheit

Average Minimum Temperaturte: 3.0 Celsius 37.4 Fahrenheit

Visit the following web site and click “Tokyo”.

<http://www.worldclimate.com/cgi-bin/grid.pl?gr=N35E139>

Useful Web sites—

Tokyo Subway: <http://www.tokyometro.go.jp/e/index.html>

JR East: <http://www.jreast.co.jp/e/index.html>

Travel Information: <http://www.usatoday.com/travel/destinations/cityguides/tokyo/overview.htm>

http://www.worldroom.com/pages/wrntky/fastfacts/tky_fastfacts.phtml

Japan Airlines: <http://www.jal.co.jp/en/travel/>

Japan Travel Bureau: <http://www.jtb.co.jp/eng/index.html>

Nihon Travel Agency: <http://www.nta.co.jp/english/index.htm>

Japan National Tourist Organization:

<http://www.jnto.go.jp/eng/>

Hotels: <http://www.hotelstravel.com/japan.html#tok>

<http://www.japan-hotel-reservations.net/japan-travel-guide.html>

Currency— Yen. Notes are in denominations of 1,000, 2000, 5,000, and 10,000Yen. Coins are in denominations of 1, 5, 10, 50, 100, and 500Yen.

Currency exchange—Exchange services can be provided at Narita Airport, hotels, and banks, but all the hotels and banks do not provide the services.

Credit cards— Visa and MasterCard are accepted throughout Japan, but Diners Club and American Express tend to be unavailable. Check with your credit card company for details of merchant acceptability and other services which may be available. Visitors are advised to carry at least one major credit card, as it is common to request prepayment for hotels rooms. Taxis and small restaurants usually do not accept the payment by credit card.

City Holidays— 21st, Spring Equinox Day, is a national holiday in March 2005.

Sales or Use Tax—Consumption tax on purchases (goods and services): 5%.

Emergency Number—Dial 110 to call the police, and dial 119 to call an ambulance or a fire engine.

Time Zone— Japan has a single time zone. That is, GMT + 9 o'clock.

Electricity supply—100 V, 50 Hz in Tokyo

Sightseeing—See web sites

Japan Travel Bureau: <http://www.jtb.co.jp/eng/index.html>

Nihon Travel Agency: <http://www.nta.co.jp/english/index.htm>

Japan National Tourist Organization:

<http://www.JNTO.go.jp/eng>

10. CONTACT PERSON

If you have any queries about the meeting except Visa application, please contact Mr. Goto.

Mr. Shizuo Goto

Secretariat of Japan SC 22 committee

Enterprise Business Planning, Software Division, Hitachi Ltd.

5030, Totsuka-cho, Totsuka-ku, Yokohama 244-8555 JAPAN

TEL: +81-45-862-8587

FAX: +81-45-862-8599

E-mail: gotoshi@itg.hitachi.co.jp

Attachment A: Schematic Map near the Kikai-Shinko Kaikan Bldg.

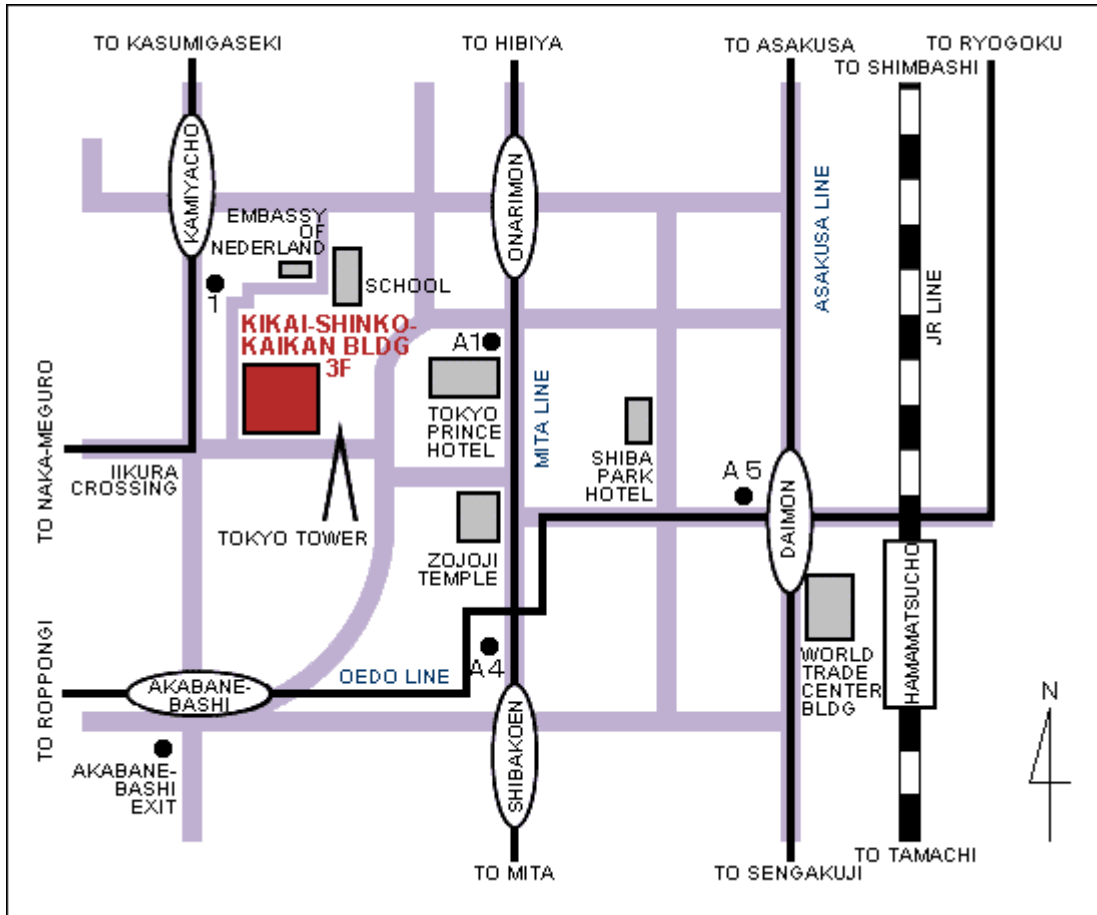
Attachment B: SC22 Registration Form

Attachment C: Letter from Shiba Park Hotel and Reservation Form

Attachment D: Letter from Tokyo Prince Hote and Reservation Form

Attachment E: List of Hotels Near the Meeting Place

Attachment A: Schematic Map near the Kikai-Shinko Kaikan Bldg



ISO/IEC JTC 1/SC 22 Internationalization Rapporteur Group (I18NRG)

Meeting , Tokyo, Japan, 2005-03-16/18

Please complete this form and either email or FAX to:

Attention: Ms. Sally Seitz E-mail: sseitz@ansi.org FAX: +1 (212) 840-229

Attention: Mr. Shizuo Goto E-mail: gotoshi@itg.hitachi.co.jp FAX: + 81-45-862-8599

Registration Form

(Mr./Ms./ /Dr./Prof.) Given Names:	
Surname:	
Country of Delegation:	
Organization:	
Address:	
City:	Country:
Telephone:	
Facsimile:	
Email:	
Special requirements:	
Date of Arrival:	
Date of Departure:	
I shall be accompanied by: Given Names: _____ Surname: _____ Accompanying person special requirements: _____	

Please reply not later than February 10, 2005

Attachment C: Letter from Shiba Park Hotel and Reservation Form

To whom it may concern;

RE: SC22 meeting

Shiba Park Hotel

Shiba-koen, 1-5-10, Minato-ku,
Tokyo, 105-0011, Japan
Phone: +81-3-3433-4141
Fax: +81-3-3473-4142

We at Shiba Park Hotel would be honored to welcome those attending the above-mentioned meeting. In conjunction with this meeting, we are more than happy to offer special room rates to all participants.

Standard Single	13,600 Yen	w/breakfast	15,600 Yen
Superior Single	16,500 Yen	w/breakfast	18,500 Yen
Standard Twin	19,500 Yen (per room)	w/breakfast	23,500 Yen

Rates are inclusive of service charge & government tax.

Please note that the Kikai Shinko Kaikan Building, where the meeting is to be held, is just a 10-minute walk from the Shiba Park Hotel. This will, we are sure, justify your choice of hotel for its convenience in addition to the fact that we have the longest experience in Japan in hosting business executives from overseas.

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

Accommodation is limited and will be allocated on a first come, first served basis.

DEADLINE FOR RESERVATION: February 28, 2005

DIRECT BUS SERVICE FROM/TO NARITA AIRPORT AVAILABLE.

Looking forward to hearing from you soon,

Sincerely yours,

Yasaka Tazawa
Assistant Manager
Corporate Sales
Shiba Park Hotel
Tokyo, JAPAN

RESERVATION FORM for Shiba Park Hotel, Tokyo, Japan

Attention to: Ms. Koshiyama, Reservation Department
Address: 1-5-10, Shiba-koen, Minato-ku, Tokyo, 105-0011, Japan
Fax: +81-3-5470-7521
Telephone: +81-3-5470-7520
E-mail: reservation@shibaparkhotel.com

RE: SC22

Name(PRINT):
Name of Company:
Address:
Tel:
Fax:
E-mail:

Date of Arrival Date of Departure
Flight No. Flight No.

Type of Room (Please tick):
Note 1: Only 1 person for a twin room gets the price of Superior Single.
Note 2: All prices include Tax and Service Charge.

Standard Single 13,600Yen ()	w/breakfast 15,600Yen ()
Superior Single 16,500Yen ()	w/breakfast 18,500Yen ()
Standard Twin 19,500Yen (per room) ()	w/breakfast 23,500Yen ()

No smoking room (if available) ()

If no standard room available, I will accept a superior room. Yes (), No ()

DEADLINE FOR RESERVATION: February 28, 2005

Attachment D: Letter from Tokyo Prince Hote and Reservation Form

TO whom it may concern;

RE: SC22 meeting

Tokyo Prince Hotel

3-3-1, Shibakoen, Minato-Ku, Tokyo
105-8560 Japan
TEL (81)3-3433-8686
FAX (81)3-3434-5551
E-mail : tky-rsv@princehotels.co.jp

We at Tokyo Prince Hotel would be honored to welcome those attending the above-mentioned meeting. In conjunction with this meeting, we are more than happy to offer special room rates to all participants.

Standard Single	15,100 Yen	w/breakfast	16,700 Yen
Standard Twin	16,100 Yen	w/breakfast	17,800 Yen
	(Single Use)		
Deluxe Twin	18,200 Yen	w/breakfast	19,900 Yen
	(Single Use)		

Rates are inclusive of service charge, consumption tax and accommodation tax.

Please note that Kikai Shinko Kaikan Building, where the meeting is to be held, is just a 3-minute walk from Tokyo Prince Hotel. This will, we are sure, justify your choice of hotel for its convenience in addition to the fact we have the longest experience in Japan in hosting business executives from overseas.

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

DEADLINE FOR RESERVATION: February 28, 2005

DIRECT BUS SERVICE FROM/TO NARITA AIRPORT AVAILABLE.

I'm looking forward to hearing from you soon.

Sincerely yours,

Mina Masuda
Sales&Marketing Department
Tokyo Prince Hotel
Tokyo, JAPAN

RESERVATION FORM for Tokyo Prince Hotel, Tokyo, Japan

Attention to: Ms. Masuda Sales&Marketing Department
Address: 3-3-1, Shiba-koen, Minato-ku, Tokyo, 105-8560, Japan
Fax: +81-3-3434-5551
Telephone: +81-3-3432-1111
E-mail: ph-mimasuda@princehotels.co.jp

RE: SC22

Name (PRINT):
Name of Company:
Address:
Tel:
Fax:
E-mail:

Date of arrival
Flight No.

Date of Departure
Flight No.

Type of Room (Please tick):

Note 1: Standard room 19,8 m² Deluxe room 29,7 m²

Note 2: All prices include Tax and Service Charge.

<input type="checkbox"/> Standard Single	15,100 Yen	<input type="checkbox"/> w/breakfast	16,700 Yen
<input type="checkbox"/> Standard Twin	16,100 Yen	<input type="checkbox"/> w/breakfast	17,800 Yen
<input type="checkbox"/> Deluxe Twin	18,200 Yen	<input type="checkbox"/> w/breakfast	19,900 Yen

No smoking room (if available)

DEADLINE FOR RESERVATION: February 28, 2005

*After that, we receive your reservation, provided that we have available rooms.

Dear Sir

We have already reserved your room. Thank you.
 We are sorry that we have no vacancy.

Attachment E: List of Hotels Near the Meeting Place

List of Hotels Near the Meeting Place

Name of Hotel	Address & Tel. No. & Fax No.	Website	Room Charge	
			Single	Twin
Atagoyama Tokyu Inn (W!)	1-6-6, Atago, Minato-ku Tokyo 105-0002 TEL.+81 3-3431-0109 FAX.+81 3-3431-0434	http://www.tokyuhotels.co.jp/en/TI/TI_ATAGO/index.shtml	*13,125 *14,490	*18,375 *21,000
Tokyo Grand Hotel (W)	2-5-3, Shiba, Minato-ku Tokyo 105-0014 TEL.+81 3-3456-2222 FAX.+81 3-3454-1022	http://www.tokyogrand.gr.jp/ (Japanese version only)	10,600	15,750
Hotel IBIS ROPPONGI	7-14-4 Roppongi Minato-ku, Tokyo 106-0032 TEL.+81 3-3403-4411 FAX.+81 3-3479-0609	http://www.ibis-hotel.com/index-e.htm	15,461~	22,145 26,765
Miyako Hotel Tokyo	1-1-50, Shirokanedai Minato-ku, Tokyo 108-8640 TEL.+81 3-3447-3111 FAX.+81 3-3447-3133	http://www.miyakohotels.ne.jp/tokyo/english/room.html	**28,350	**31,500

(as of 2004-12-08)

The real prices may differ from those above. Please contact the hotels.

(W!) Walking distance from the meeting place

* Consumption tax (5%) and service charge included; accommodation tax NOT included

** Consumption tax (5%) included; service charge and accommodation tax NOT included