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.jpsj.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

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 2,940 Yen 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 1,500 Yen. 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 Temperature:  12.3 Celsius  54.1 Fahrenheit
Average Temperature:                7.4 Celsius  45.3 Fahrenheit
Average Minimum Temperature:   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 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
**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 hotel 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](http://www.jtb.co.jp/eng/index.html)
- Japan National Tourist Organization: [http://www.JNTO.go.jp/eng](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: gotoushi@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 Hotel 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: gotoushi@itg.hitachi.co.jp  FAX: + 81-45-862-8599

Registration Form

<table>
<thead>
<tr>
<th>(Mr./Ms./Dr./Prof.)</th>
<th>Given Names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Country of Delegation:</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Country:</td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Facsimile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Special requirements:</td>
<td></td>
</tr>
<tr>
<td>Date of Arrival:</td>
<td></td>
</tr>
<tr>
<td>Date of Departure:</td>
<td></td>
</tr>
<tr>
<td>I shall be accompanied by:</td>
<td></td>
</tr>
<tr>
<td>Given Names:</td>
<td></td>
</tr>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Accompanying person special requirements:</td>
<td></td>
</tr>
</tbody>
</table>

Please reply not later than February 10, 2005
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
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.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Standard Single</th>
<th>Standard Twin (Single Use)</th>
<th>Deluxe Twin (Single Use)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>15,100 Yen</td>
<td>16,100 Yen</td>
<td>18,200 Yen</td>
</tr>
<tr>
<td>w/ breakfast</td>
<td>16,700 Yen</td>
<td>w/ breakfast</td>
<td>19,900 Yen</td>
</tr>
</tbody>
</table>

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     Date of Departure
Flight No.     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.

( ) Standard Single   15,100 Yen   ( ) w/ breakfast   16,700 Yen
( ) Standard Twin    16,100 Yen    ( ) w/ breakfast    17,800 Yen
( ) Deluxe Twin      18,200 Yen    ( ) 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.
## List of Hotels Near the Meeting Place

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th>Address &amp; Tel. No. &amp; Fax No.</th>
<th>Website</th>
<th>Room Charge</th>
<th>Single (Unit: Yen)</th>
<th>Twin (Unit: Yen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atagoyama Tokyu Inn (W!)</td>
<td>1-6-6, Atago, Minato-ku, Tokyo 105-0002 TEL.+81 3-3431-0109 FAX.+81 3-3431-0434</td>
<td><a href="http://www.tokyuhotels.co.jp/en/TI/TI_ATAGO/index.shtml">http://www.tokyuhotels.co.jp/en/TI/TI_ATAGO/index.shtml</a></td>
<td>*13,125</td>
<td>*18,375</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>*14,490</td>
<td>*21,000</td>
<td></td>
</tr>
<tr>
<td>Tokyo Grand Hotel (W)</td>
<td>2-5-3, Shiba, Minato-ku, Tokyo 105-0014 TEL.+81 3-3456-2222 FAX.+81 3-3454-1022</td>
<td><a href="http://www.tokyogrand.gr.jp/">http://www.tokyogrand.gr.jp/</a> (Japanese version only)</td>
<td>10,600</td>
<td>15,750</td>
<td></td>
</tr>
<tr>
<td>Hotel IBIS ROPPONGI</td>
<td>7-14-4 Roppongi, Minato-ku, Tokyo 106-0032 TEL.+81 3-3403-4411 FAX.+81 3-3479-0609</td>
<td><a href="http://www.ibis-hotel.com/index-e.htm">http://www.ibis-hotel.com/index-e.htm</a></td>
<td>15,461~</td>
<td>22,145</td>
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<td></td>
<td></td>
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<td>26,765</td>
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</tr>
</tbody>
</table>

(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