

**ISO/IEC JTC 1/SC 2**  
**Coded Character Sets**  
**Secretariat: [Japan \(JISC\)](#)**

<b>DOC. TYPE</b>	Logistical information for meeting	
<b>TITLE</b>	Logistical Information for the Twelfth SC 2 Plenary and 43rd WG 2 Meeting to be held in Tokyo, Japan, 2002-12-09/13	
<b>SOURCE</b>	National Body of Japan	
<b>PROJECT</b>		
<b>STATUS</b>	For information and planning by the meeting attendees. Please note that the meeting dates have been changed from the decision made at the last Singapore plenary. A block of rooms has been reserved at Shiba Park Hotel which is located near the meeting place. A special rate will be applied if reservation is made before 2002-11-25 using the attached reservation form. Those who need a visa to enter Japan is requested to start working on it as early as possible.	
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Secretariat ISO/IEC JTC 1/SC 2 - IPSJ/ITSCJ \*(Information Processing Society of Japan/Information Technology Standards Commission of Japan) Room 308-3, Kikai-Shinko-Kaikan Bldg., 3-5-8, Shiba-Koen, Minato-ku, Tokyo 105-0011 Japan \*Standard Organization Accredited by JISC  
Telephone: +81-3-3431-2808; Facsimile: +81-3-3431-6493; E-mail: [kimura@itsecj.ipsj.or.jp](mailto:kimura@itsecj.ipsj.or.jp)

# Information Technology Standards Commission of Japan

# ITSCJ

Information Processing Society of Japan

Room 308-3, Kikai Shinko Kaikan Building, 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>

## Information for the 12<sup>th</sup> ISO/IEC JTC 1/SC 2 Plenary and 43<sup>rd</sup> WG 2 Meetings, Tokyo, Japan, 2002-12-09/13

### 1. HOST ORGANIZATION

IPSI/ITSCJ (on behalf of JISC)

### 2. HOST CONTACT

- 1) Mr. Mayumi Mita  
Secretary General,  
IPSI/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](mailto:mita@itscj.ipsj.or.jp)

- 2) Ms. Toshiko Kimura  
E-mail: [kimura@itscj.ipsj.or.jp](mailto:kimura@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" 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 #67 (Capacity: 48 persons) on the 6<sup>th</sup> floor has been reserved. Internet connection, one desk-top PC and one laser printer (HP laser Jet 4V ) will be available in this room.

## **5. 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 **before November 25, 2002**, using the attached "RESERVATION FORM" (See Attachment B). Other recommended hotels are listed in Attachment C.

## **6. 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 (kimura@itscj.ipsj.or.jp) immediately.

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

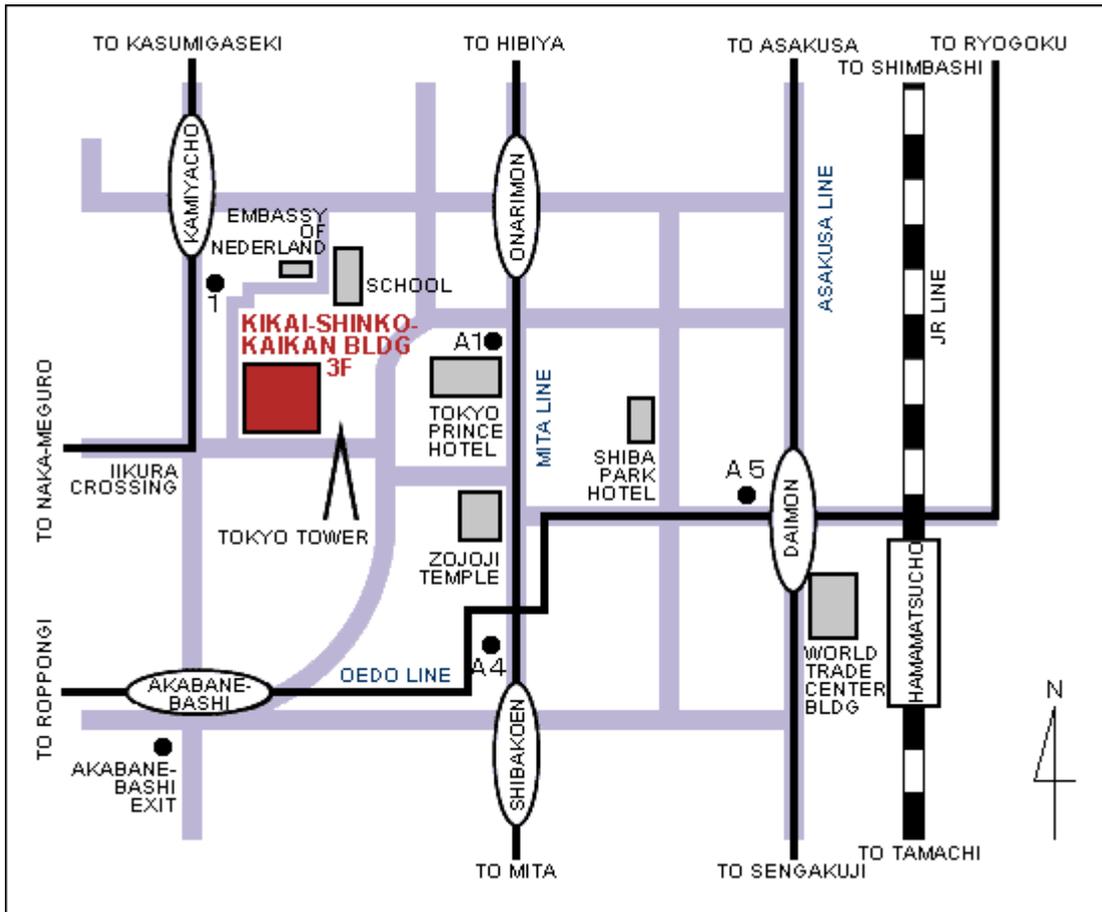
There are three choices of transportation from Narita New Tokyo Airport to Shiba Park Hotel.

- a) Direct Airport Shuttle Bus service which commuting to the hotel is available. Reservation can be made upon arrival at the Airport Shuttle Bus counter of the Airport arrival hall. Ticket is 2,900Yen per person. The journey from the airport to the hotel is approximately 2 hours.
- 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.
- c) Airport Limousine Bus service is also available to Tokyo City Air Terminal which is 20 minutes taxi distance from Shiba Park Hotel. There is also a service to Tokyo Prince Hotel which is 5 minutes taxi distance away. Bus tickets can be purchased at arrival hall of the airport at the fare of 2,900Yen and 3,000Yen per person respectively.

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

Attachment B: Reservation Form for Shiba Park Hotel

Attachment C: List of Hotels Near the Meeting Place



## 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 2 Meeting

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.

	Single	Double/Twin
Standard:	¥ 12,075	¥ 18,375
Superior:	¥ 15,225	¥ 23,100

Rates are inclusive of service charge & government tax.

Please note that the Kikai Shinko 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 reservations, 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.

DIRECT BUS SERVICES FROM/TO NARITA INT'L AIRPORT AVAILABLE  
DEADLINE FOR RESERVATIONS: NOVEMBER 25, 2002.

Looking forward to hearing from you soon,

Sincerely yours,

Katsuya Ushiyama  
Assistant Manager  
Corporate Sales  
Shiba Park Hotel  
Tokyo, JAPAN

## RESERVATION FORM for Shiba Park Hotel, Tokyo, Japan

Attention to: Mr. Egawa, Reservation Department  
Address: 1-5-10, Shiba-koen, Minato-ku, Tokyo 105-0011, Japan  
Fax: +81-3-3433-4142  
Telephone: +81-3-3433-4141  
E-mail: reservation@shibaparkhotel.com

RE: ISO/IEC JTC 1/SC 2 Meeting

Name (PRINT):

Name of Company:

Address:

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 price includes Tax and Service Charge.

Standard Single: ¥ 12,075 ( )

Standard Twin: ¥ 18,375 ( )

Superior Single: ¥ 15,225 ( )

Superior Twin: ¥ 23,100 ( )

No smoking room (if available) ( )

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

**DEADLINE FOR RESERVATION: November 25, 2002**

## List of Hotels Near the Meeting Place

(Unit:Yen)

Name of Hotel	Address & Tel. No. & Fax No.	Website	Room Charge	
			Single	Twin
Tokyo Prince Hotel (!)	3-3-1, Shiba-koen Minato-ku, Tokyo 105-8506 TEL.+81 3-3432-1111 FAX.+81 3-3434-5551	<a href="http://www2.princehotels.co.jp/app_room/epiq010.asp?hotel=001">http://www2.princehotels.co.jp/app_room/epiq010.asp?hotel=001</a>	18,000	20,000 26,000
Atagoyama Tokyu Inn (!)	1-6-6, Atago, Minato-ku Tokyo 105-0002 TEL.+81 3-3431-0109 FAX.+81 3-3431-0434	<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>	**12,500	**17,500
Tokyo Grand Hotel (!)	2-5-3, Shiba, Minato-ku Tokyo 105-0014 TEL.+81 3-3456-2222 FAX.+81 3-3454-1022	<a href="http://www.tokyogrand.gr.jp/">http://www.tokyogrand.gr.jp/</a> (Japanese version only)	*10,000	*15,000
Hotel IBIS ROPPONGI	7-14-4 Roppongi Minato-ku, Tokyo 106-0032 TEL.+81 3-3403-4411 FAX.+81 3-3479-0609	<a href="http://www.ibis-hotel.com/index-e.htm">http://www.ibis-hotel.com/index-e.htm</a>	13,300	19,000
Radisson Miyako Hotel Tokyo	1-1-5, Shirogane Minato-ku, Tokyo 108-8640 TEL.+81 3-3447-3111 FAX.+81 3-3447-3133	<a href="http://www.miyako-hotel-tokyo.co.jp/">http://www.miyako-hotel-tokyo.co.jp/</a>	26,000	29,000

(as of 2002-05-09)

(!) Walking distance from the meeting place

\* Tax (5%) and service charge included

\*\* Service charge included