

Date: June 18 2001

ISO/IEC JTC 1/SC2/WG2/IRG Ideographic Rapporteur Group Secretariat: China
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Source / Contribution Identifier: Japan

Meeting: IRG#17 @ Hong Kong

Title: Invitation and Information for Tokyo IRG#18 Meeting

Keywords: Meeting Logistics

Status: For Your Information

Short Description: IRG#18 will be held in Tokyo, Japan on December 3 to 7, 2001.

Distribution: IRG Members and Experts

Proposed Conclusion / Requested Action: To attend the meeting

Arguments / Text of Contribution: See attachment.

NOTE: This is a copy of the official invitation letter. The original, printed on a thick paper and hand-signed by ITSCJ Secretary General, is being sent to the IRG Rapporteur by physical mail.

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

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

June 14, 2001

Mr. Zhang, Zhoucai
CCID, IRG No.14, 3/F, ZhiXinCun XiaoQu,
Haidian District
Beijing 100083
CHINA

Subject: Meeting of ISO/IEC JTC 1/SC 2/WG 2/IRG to be held in Tokyo, Japan, 2001-12-03/07

Dear Mr. Zhang,

On behalf of JISC, the National Body of Japan, IPSJ/ITSCJ is pleased to invite and host the above-mentioned meeting.

Enclosed please find the meeting information.

Please do not hesitate to contact me should you have any questions regarding this matter.

Sincerely yours,

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

cc: JISC, Japan

1. HOST ORGANIZATION

IPSJ/ITSCJ (on behalf of JISC)

2. HOST CONTACT

Mayumi Mita
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. LOCATION OF 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>

4. LOCATION OF MEETING ROOM

6th Floor Room #6D-1 (Capacity: 30 persons)
6th Floor Room #63 (Capacity: 16 persons)

The office of IPSJ/ITSCJ is also on the 3rd floor of the same building.

5. HOTEL INFORMATION

Block booking has been made at Shiba Park Hotel which is located within a walking distance to the meeting location. Please note that Discount Rate is available if the booking is made before November 18, 2001, using the attached "RESERVATION FORM". (See Attachment A)

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

Direction to Shiba Park Hotel from Narita Airport

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 timetable (as of 2001-06-12) is as follows:

Airport to Hotel

(The journey from the airport to the hotel is approximately 2 hours)

Bus No	Departure from Terminal 2	Departure from Terminal 1
502	09:30	09:40
302	10:00	10:10
504	11:20	11:30
306	11:40	11:50
508	15:00	15:10
308	16:10	16:20
510	16:40	16:50
310	17:10	17:20
312	18:10	18:20
512	18:40	18:50

Hotel to Airport

	Departure from Hotel	Arrival to Terminal 2	Arrival to Terminal 1
301	07:20	08:50	09:00
303	08:20	10:00	10:10
305	09:20	11:00	11:10
307	13:20	15:10	15:20
309	14:20	16:00	16:10
311	15:20	17:00	17:10
511	16:30	17:50	18:00
515	18:30	19:50	20:00

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: Reservation Form for Shiba Park Hotel

Attachment B: List of Hotels in Tokyo

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

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/WG 2/IRG 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 18, 2001.

Looking forward to hearing from you soon,

Sincerely yours,

Osamu AIKAWA
Sales 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/WG 2/IRG 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):

Note1 Only 1 person for a twin room gets the price of Superior Single.

Note2. All price includes Tax and Service Charge.

Standard Single: 12,075Yen ()
Superior Single: 15,225Yen ()

Standard Twin: 18,375Yen ()
Superior Twin: 23,100Yen ()

No smoking room (if available) ()

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

DEADLINE FOR RESERVATION: November 18, 2001

List of Hotels in Tokyo (Prices as of 2001-06-12)

Name of Hotel	Address & Tel. No. & Fax No.	Telex & Cable Address	(Unit:Yen)	
			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	2422488 TYOPRH J HOTEL PRINCE	24,000	25,000 34,000
Tokyo Grand Hotel	2-5-3, Shiba, Minato-ku Tokyo 105-0014 TEL.+81 3-3456-2222 FAX.+81 3-3454-1022	2423147 TGHOTL J HOTEGRAND TOKYO	*15,015 *17,225	*23,100 *25,410
Hotel IBIS ROPPONGI	7-14-4 Roppongi Minato-ku, Tokyo 106-0032 TEL.+81 3-3403-4411 FAX.+81 3-3479-0609	—————	*13,282 *15,361	*19,866 *21,021 *26,565
Miyako Hotel Tokyo	1-1-5, Shirogane Minato-ku, Tokyo 108-8640 TEL.+81 3-3447-3111 FAX.+81 3-3447-3133	2423111 MYKTKY J MIYAKO TKY	18,000 22,000 24,000	27,000 32,000 38,000
Atagoyama Tokyu Inn	1-6-6, Atago, Minato-ku Tokyo 105-0002 TEL.+81 3-3431-0109 FAX.+81 3-3431-0434	—————	**11,800 **12,500 **13,000	**17,300 **20,000 **24,000
Miyako Inn Tokyo	3-7-8, Mita, Minato-ku Tokyo 108-8339 TEL.+81 3-3454-3111 FAX.+81 3-3454-3397	—————	10,800 11,500 13,500	17,000 20,000 22,000

* Tax and service charge included

** Service charge included

