

Logistics Arrangement for
ISO/IEC JTC1/SC2/WG2/IRG Meeting #32

Hong Kong, 15-19 June, 2009

MEETING PLACE

Hong Kong Polytechnic University, Hung Hom, Hong Kong

Meeting room: Room PQ703, Mong Man Wai Building, the Hong Kong Polytechnic University, Hung Hom, Hong Kong(Marked in the attached campus map)¹.

Facility: Wireless connection to internet will be provided in the meeting room during the meeting. Limited printing can be handled upon request.

HOST

The Hong Kong SAR Government with logistics support by Hong Kong Polytechnic University

CONTACT PERSONS

Prof. LU Qin: csluqin@comp.polyu.edu.hk

Phone : (852) 2766 7247, (852) 9684 0623(mobile)

Fax : (852) 2774 0842

WELCOME DINNER :

On Wed. 17 June, 2008. Details will be provided later.

VISA APPLICATION :

Passport holders of many countries do not need visa to HK. Please check HKSARG government Website to see if you need visa application at : http://www.immd.gov.hk/ehhtml/hkvisas_4.htm

¹ Rm PQ815 is reserved for Old Hanzi Group Meeting and other small functions if needed.

If you need invitation letter for visa application, please provide your personal particulars: name, travel document number, intended stay period in case you want longer stay. If there are additional requirement from your visa office, please send such request. Invitation letters will be issued through Prof. Lu Qin at HK Polytechnic University.

Please note that the Hong Kong Polytechnic University is the inviting body and cannot serve as your guarantor.

GENERAL DESCRIPTION AND TRAVEL INFO

The Hong Kong Polytechnic University is 5 min. from in Tsim Sha Tsui East, a very popular tourist district. It is also only 2 minutes away from the train station to ShenZhen(China), the subway system, and all the tunnel busses to Hong Kong island. There are plenty of places to eat either on campus or off campus. Tourist information can be found in the Hong Kong Tourist Association Website in a number of different languages. Please follow the links to find more information (www.hkta.org or <http://www.hkta.org/eng/index.jsp> for English Site).

HOTELS

Many countries provides good travel packages to HK. In fact, you can almost stay in any hotels in HK which would have good access to HK Polytechnic University by Train, MTR, or bus. Taxi is also plentiful. Special arrangements are made to two hotels in walking distance to campus:

1. Hotel Harbour Plaza Metropolis(<http://www.harbour-plaza.com/hpme>), right next to the Hung Hom Train station, starting at rate HKD 800.
2. and Ramada Hotel Kowloon(<http://www.ramadahongkong.com/>), in TST area, starting rate HKD 550.
3. The reservation forms prepared by the hotels will be uploaded when available. Please fill up the form and send reservation directly to your choice hotel for reservations.

HONG KONG POLYTECHNIC UNIV. INFORMATION

Univ. Website: <http://www.polyu.edu.hk>

Dept. Website: <http://www.comp.polyu.edu.hk>

Campus Map: <http://www.polyu.edu.hk/fmo/facilities/images/Leaflet-Campus.gif>

Take elevator P to 7th floor, Meeting place:
Room PQ703, Mong Man Wai Bldg.

Catering Information at
Hung Hom MTR Station

Catering Location A
G/F, Chung Sze Yuen Bldg

Catering Location B
G/F, Shaw Amenities Bldg

Catering Location C
3/F, Communal Building
4/F, Communal Building

Catering Location E
G/F & 1/F of N Block

Catering Location D
14/F, Li Ka Shing Tower

Catering Information in Campus

Website: <http://www.polyu.edu.hk/fo/Catering/catering.html>

Catering Location A:

Restaurant	Location	Service	Type of food
Theatre Lounge 劇院茶座	G/F, Chung Sze Yuen Building adjacent to Chiang Chen Studio Theatre 鍾士元樓地下，鄰接蔣震劇院	Waiter- service 服務生	International 多國美食

Catering Location B:

Restaurant	Location	Service	Type of food
Student Canteen I 學生飯堂	G/F, Shaw Amenities Building 邵逸夫樓地下	Self-service 自助	Fast-food 快餐
Staff Canteen 職員飯堂	G/F, Shaw Amenities Building 邵逸夫樓地下	Self-service 自助	Fast-food 快餐
Coffee Lounge 咖啡茶座	G/F Shaw Amenities Building, facing Keith Legg Sports Field 邵逸夫樓地下，面對李格致運動場	Self-service 自助	Fast-food 快餐

Catering Location C:

Restaurant	Location	Service	Type of food
Student Canteen II 學生飯堂	3/F, Communal Building 文康大樓 3 樓	Self-service 自助	Fast-food 快餐
Student Canteen - Thai Viet 學生餐廳	4/F, Communal Building 文康大樓 4 樓	Self-service 自助	Southeast Asian fast- food 東南亞快餐
Staff Restaurant (Chinese Restaurant) 南北小廚	4/F, Communal Building (by elevator) 文康大樓 4 樓	Waiter- service 服務生	Chinese 中式

Catering Location D:

Restaurant	Location	Service	Type of food
Four Seas Restaurant 聚賢樓	14/F, Li Ka Shing Tower 李嘉誠樓 14 樓	Waiter- service 服務生	Chinese 中式

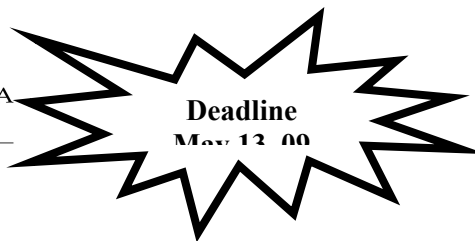
Catering Location E:

Restaurant	Location	Service	Type of food
Lawn Café	G/F & 1/F of N Block	Semi-table service 自助	Sandwiches 三文治

Catering Information at Hung Hom MTR Station:

Restaurant	Location	Service	Type of food
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McDonald's 麥當勞	Restaurant No.2, Mezzanine Level, MTR Hung Hom Station, Kowloon 紅磡九廣鐵路紅磡站	Self-service 自助	Fast-food 快餐
Maxim's Express 美心鐵路快餐廳	Restaurant No.1, Mezzanine Level, MTR Hung Hom Station, Kowloon 紅磡九廣鐵路紅磡站	Self-service 自助	Fast-food 快餐



HOTEL RESERVATION FORM

IRG Meeting, (Jun 15-19, 09)

(The Hong Kong Polytechnic University – Dept. of Computing)

Attn: Harbour Plaza Metropolis – Jennifer Wong (Sales Manager)

Fax: (852) 3160-6988 Tel: (852) 3160-6878 Email: jenniferw@harbour-plaza.com

Harbour Plaza Metropolis, 820 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Conveniently located next to Hung Hom Railway Station with direct train to southern part of China and rest of Hong Kong districts. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has four outstanding harbour view restaurants and bar serving International, Japanese, Thai and Chinese cuisine. (Website: <http://www.harbour-plaza.com/hpme>)

Please fill in BLOCK LETTERS:

Name : Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____

Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____

Contact No. : (Tel) _____ (Fax) _____ (Email) _____

Number of Rooms: _____

Room Rate : **Superior Room (260 sq.ft. with city view)**

- () HK\$800 nett per room per night
() HK\$888 nett with **ONE** buffet breakfast per room per night
() HK\$976 nett with **TWO** buffet breakfasts per room per night

Side Harbourview Room (280 sq.ft. with partial harbourview)

- () HK\$1,000 nett per room per night
() HK\$1,088 nett with **ONE** buffet breakfast per room per night
() HK\$1,176 nett with **TWO** buffet breakfasts per room per night

*** Room rates are inclusive of service charge and room tax per room per night.**

Special Request : Queen Size Bed ☐ Two Single Beds ☐ Non-smoking ☐

Arrival Date : _____ Flight _____ Time _____

Departure Date : _____ Flight _____ Time _____

Airport Shuttle: Shuttle bus – HK\$130 per person per trip to/from Airport and Hotel Arrival ☐ Departure ☐

Limousine: 4-seats Benz – HK\$600 per car per trip to/from Airport and Hotel Arrival ☐ Departure ☐

*** Airport Shuttle Service is provided based on a fixed time schedule. Advanced reservation is required for Limousine service**

*** Please approach hotel "Pick-up B02" counter for the transportation service in the Airport**

Booking Guaranteed By : Amex ☐ Visa ☐ Master ☐ Diners ☐

Name on Credit Card : _____ Card No. : _____ Expiry Date : _____

Date of Application : _____ Signature : _____

IMPORTANT NOTES:

1. In case of any no-show, amendment or cancellation of room reservation made less than 72 hours prior to your arrival, one night room charge will be debited on your credit card directly.

2. Payment Method: All guests must settle all payments by cash or credit card upon departure. NO credit facility and credit card by 3rd party for payment is allowed.

3. Rate is applicable for **June 13 - 21, 2009 (8 nights)** and subject to availability.

****HOTEL WILL CONFIRM THE RESERVATION WITHIN 3 WORKING DAYS****

HOTEL USE ONLY

CONFIRMED ☐ WAITING LIST ☐ NOT CONFIRMED ☐ By _____ Date: _____

Signature with company chop: _____

RAMADA HOTEL KOWLOON

73-75 Chatham Road South, Kowloon, Hong Kong

Tel : (852) 2311 1100

Fax : (852) 2311 6000

E-mail : hotel@ramada-kowloon.com.hk

Web : www.ramadahongkong.com

To : Ramada Hotel Kowloon
Attention : Irene Lo – Senior Sales Manager
E-mail : ssmcorp@ramada-kowloon.com.hk
Fax Number : (852) 2721 8022 / (852) 2311 6000
Subject : **IRG Meeting 2009**

Dear Sirs,

Ramada Hotel Kowloon is pleased to offer a Super-Save Rate at **HK\$550** for single/double occupancy which subject to 10% service charge per room per night under Superior room category & **HK\$50** per person per day for buffet breakfast for those guests who join THE IRG MEETING 2009 Conference held by The Hong Kong Polytechnic University for coming June 2009. For reservation, just fill in the reservation form as below and return to us for confirmation.

**** Room space & rate will be subject to change without further notice on or before 15 May 2009 ****

Part I – To be completed by accommodation application

Date: _____

{ } Reservation

{ } Adjustment

{ } Cancellation

Guest Name : _____

Arrival Date : _____ Arrival Flight _____

Departure Date : _____ Departure Flight _____

No. of room (s) : _____ Special Request(s) _____

Transportation required : Yes () HK\$90 per trip per person (*one day in advance*) No ()

Credit card Number : _____ Expiry Date _____

For Guarantee Purpose *Cancellation only accepted 7 days prior to arrival, otherwise one night room rental will be charged as penalty*

Name of Application : _____ Signature : _____

E-mail : _____ Fax : _____

Part II - To be completed by Hotel

{ } Reservation Accepted { } Reservation Rejected / Reason _____

Room Rate : _____ Remarks : _____

Signature : _____ Date : _____