

**Logistics Arrangement for  
ISO/IEC JTC1/SC2/WG2/IRG Meeting #40  
Hong Kong, 20-24 May, 2013**

**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).

**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 Polytechnic University will be the host and it will be organized by the Dept. Of Computing, Hong Kong Polytechnic University.

**CONTACT PERSONS**

Prof. LU Qin: [csluqin@comp.polyu.edu.hk](mailto:csluqin@comp.polyu.edu.hk)

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

Fax : (852) 2774 0842

**WELCOME DINNER :**

On Wed. 22 May, 2012. 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](http://www.immd.gov.hk/ehhtml/hkvisas_4.htm)

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. (Note: 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 close to 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](http://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 hotel 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 900(including tax).
2. and Ramada Hotel Kowloon(<http://www.ramadahongkong.com/>), in TST area, starting rate HKD 700 + tax. (note: the transportation charge if selected in the reservation form is for one way airport-hotel).
3. The reservation forms prepared by the hotels are ready for download. 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>

### Locations for lunch on Campus

Due to special situation this year, students canteens on campus are not open to visitors. But there are still smaller coffee shops and staff canteens which can use listed(their locations are marked on the map) For off campus eating, there should be many eatery places in T.S.T. East.(尖東) and Metropolis Plaza (紅磡都會大廈) which are only about 10-15 minutes walks from campus.

#### 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
Coffee Habitu Habitu 咖啡亭	G/F, Between GH GH 樓地下	Simple food and coffee 櫃檯	Fast-food 快餐

#### Catering Location C:

Restaurant	Location	Service	Type of food
Staff Canteen 職員飯堂	G/F, Shaw Amenities Building 邵逸夫樓地下	Waiter- service 服務生	Maxim Fast food 美心半快餐

#### Catering Location D:

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
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



**Deadline  
20 Apr, 13**

**Harbour Plaza Metropolis, Kowloon, Hong Kong**  
A member of Harbour Plaza Hotels and Resorts  
7 Metropolis Drive, Hung Hom  
Kowloon, Hong Kong  
Tel: (852) 3160 6888  
Fax: (852) 3160 6999  
E-mail: hpme@harbour-plaza.com  
www.harbour-plaza.com/home

**HOTEL RESERVATION FORM**  
**ISO/IEC JTC1/SC2/WG2/IRG Meeting**  
**(The Hong Kong Polytechnic University – Department of Computing)**  
**(20-24 May 2013)**

Attn: Harbour Plaza Metropolis – Ray Ng (Sales Manager)

**Fax: (852) 3160-6988      Tel: (852) 3160-6890      Email: RayN@harbour-plaza.com**

**Harbour Plaza Metropolis**, 819 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. 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>)

**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 garden / city view)**

- ( ) HK\$900nett per room per night  
( ) HK\$1,000 nett with **ONE** daily buffet breakfast  
( ) HK\$1,100 nett with **ONE** daily buffet breakfast & in-room Internet access for one device

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

**: Harbourview Room (280 sq.ft. with partial harbourview)**

- ( ) HK\$1,100 nett per room per night  
( ) HK\$1,200 nett with **ONE** buffet breakfast per room per night  
( ) HK\$1,310 nett with **ONE** daily buffet breakfast & in-room Internet access for one device

**\* Room rates are inclusive of service charge and government 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 ☐

**An additional charge \$150 for the limousine taken within 0030hrs to 0530hrs**

**\* Please approach hotel "Pick-up B06" counter for the transportation service in the Airport**

Booking Guaranteed By: Visa ☐ Master ☐

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 7 days prior to your expected 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 3<sup>rd</sup> party for payment is allowed.
3. Rate is applicable for **19-25 May, 2013 (6 nights)** and subject to hotel's availability

**\*\*HOTEL WILL CONFIRMED THE RESERVATION WITHIN 3 WORKING DAYS\*\***

To : Ramada Hotel Kowloon  
 Attention : Irene Lo – Assistant Director of Sales - Corporate  
 E-mail : [adoscorp@ramada-kowloon.com.hk](mailto:adoscorp@ramada-kowloon.com.hk)  
 Fax Number : (852) 2721 8022 / (852) 2311 6000  
 Subject : **ISO / IEC JTC1 / SC2 / WG2 / IRG MEETING**

Dear Sir,

Ramada Hotel Kowloon is pleased to offer a Super-Save Rate at **HK\$700** for single/double occupancy which subject to 10% service charge per room per night under Superior room category & **HK\$60** per person per meal of buffet breakfast for those guests who join the captioned conference held by The Hong Kong Polytechnic University for coming May 2013. For reservation, please fill in the reservation form as below and return to us for confirmation.

*\*\* Kindly make the reservation on or before **22 April 2013**. All reservations are subject to room availability and hotel's confirmation.*

**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 : \_\_\_\_\_