

**Logistics Arrangement for
ISO/IEC JTC1/SC2/WG2/IRG Meeting #45
Hong Kong, 16-20 November, 2015**

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.

Meeting Hosts

OGCIO, HKSAR Government and the Hong Kong Polytechnic University will be co-hosting IRG Meeting No. 45.

CONTACT PERSONS

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

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

Fax : (852) 2774 0842

MEETING REGISTRATION WELCOME DINNER :

Member delegates and expertise who plans to participate in IRG Meeting No. 45, should fill up a registration form and return to Prof. Lu Qin Prof. Lu Qin by **Oct. 15, 2015** to facilitate logistic arrangement. Please include your personal particulars as requested in the attached form. Please note that On **Tuesday, 17 Nov., 2015**, there will be a welcome dinner to be hosted by the HK SAR government. Registration for the welcome dinner is also needed. Details of the banquet location will be provided before the meeting.

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

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(MTR), 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 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 to the following 3 hotels within walking distance of the meeting place:

1. Hotel Harbour Plaza Metropolis (<http://www.harbour-plaza.com/hpme>), right next to the Hung Hom Train station at the rate of 1,250HKD. Deadline, 21 Oct, 2015, [Metropolis_Form\(http://appsrv.cse.cuhk.edu.hk/~irg/irg44/MetropolisForm.pdf\)](http://appsrv.cse.cuhk.edu.hk/~irg/irg44/MetropolisForm.pdf)
2. Ramada Hotel Kowloon (<http://www.ramadahongkong.com/>), in TST area. The rate is 700HKD from 15 Nov.(Sunday) to Thursday 19 Nov, and 900HKD for 20 Nov.(Friday). Deadline, 15 Oct, 2015, [Ramada_Form \(http://appsrv.cse.cuhk.edu.hk/~irg/irg44/RamadaForm.doc\)](http://appsrv.cse.cuhk.edu.hk/~irg/irg44/RamadaForm.doc)
3. Best Western Grand Hotel(<http://www.bestwesterngrandhotel.com/en/>). The rate is 700HKD from 15 Nov.(Sunday) to Thursday 19 Nov, and 900HKD for 20 Nov.(Friday). Deadline, 15

Oct,

2015,

[BWGrand_Form](http://appsrv.cse.cuhk.edu.hk/~irg/irg44/BestWesternForm.doc)(<http://appsrv.cse.cuhk.edu.hk/~irg/irg44/BestWesternForm.doc>)

Please use the provided respective form to book with the hotels directly.

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 the expanded student body on campus, student canteens on campus are not open to visitors. But there are still smaller coffee shops and staff canteens which you can use (See the below list and 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 Fortune Metropolis (紅磡 置富都會) 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
Maxim's Express & Starbucks Coffee 美心快餐及星巴克	Shop no. HUH R1, MTR Hung Hom Station, Kowloon 港鐵紅磡站 HUH R1	Self-service 自助	Fast-food 快餐

Catering Information at Fortune Metropolis:

Restaurant	Location	Service	Type of food
Takenosato Japanese	Shop 739, Level 7	Waiter-	Japanese

Restaurant 竹里烏冬居酒屋		service 服務生	日本美食
Go Inside / Friends	Shop 741-742, Level 7	Waiter- service 服務生	Western 西式
Congee House / Yumai 心粥館/魚米	Shop 744, Level 7	Waiter- service 服務生	Hong Kong Style 港式
Delicious Kitchen 小魚滋味	Shop 748, Level 7	Waiter- service 服務生	Hong Kong Style 港式
Spice 8	Shop 749-750, Level 7	Waiter- service 服務生	Thai & Indian 泰國及印度美食
Watei Japanese Restaurant 日本料理和亭	Shop 752-753, Level 7	Waiter- service 服務生	Japanese 日本美食
King's Noodle 御麵坊	Shop 754, Level 7	Waiter- service 服務生	Japanese 日本美食
Pot & Plate 鍋・碟	Shop 756, Level 7	Waiter- service 服務生	Taiwanese/Japanese 台式/日本美食
Café MED 紅・蔥頭	Shop 757-759, Level 7	Waiter- service 服務生	Western 西式
Ryo Zan Paku Japanese Restaurant 梁山泊日本料理	Shop 769-771, Level 7	Waiter- service 服務生	Japanese 日本美食
Palace Wedding Banquet Specialist 煌府婚宴專門店	Shop 778, Level 7	Waiter- service 服務生	Chinese 中式
Choi Fook Royal Banquet 彩福皇宴	Shop 858, Level 8	Waiter- service 服務生	Chinese 中式
The Feast 起筷	Level 8	Self-service 自助	Food Court 美食廣場

TST East Area has many Restaurants and fast food, and local takeaway snacks (Take walkway path at Block D to TST East)

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

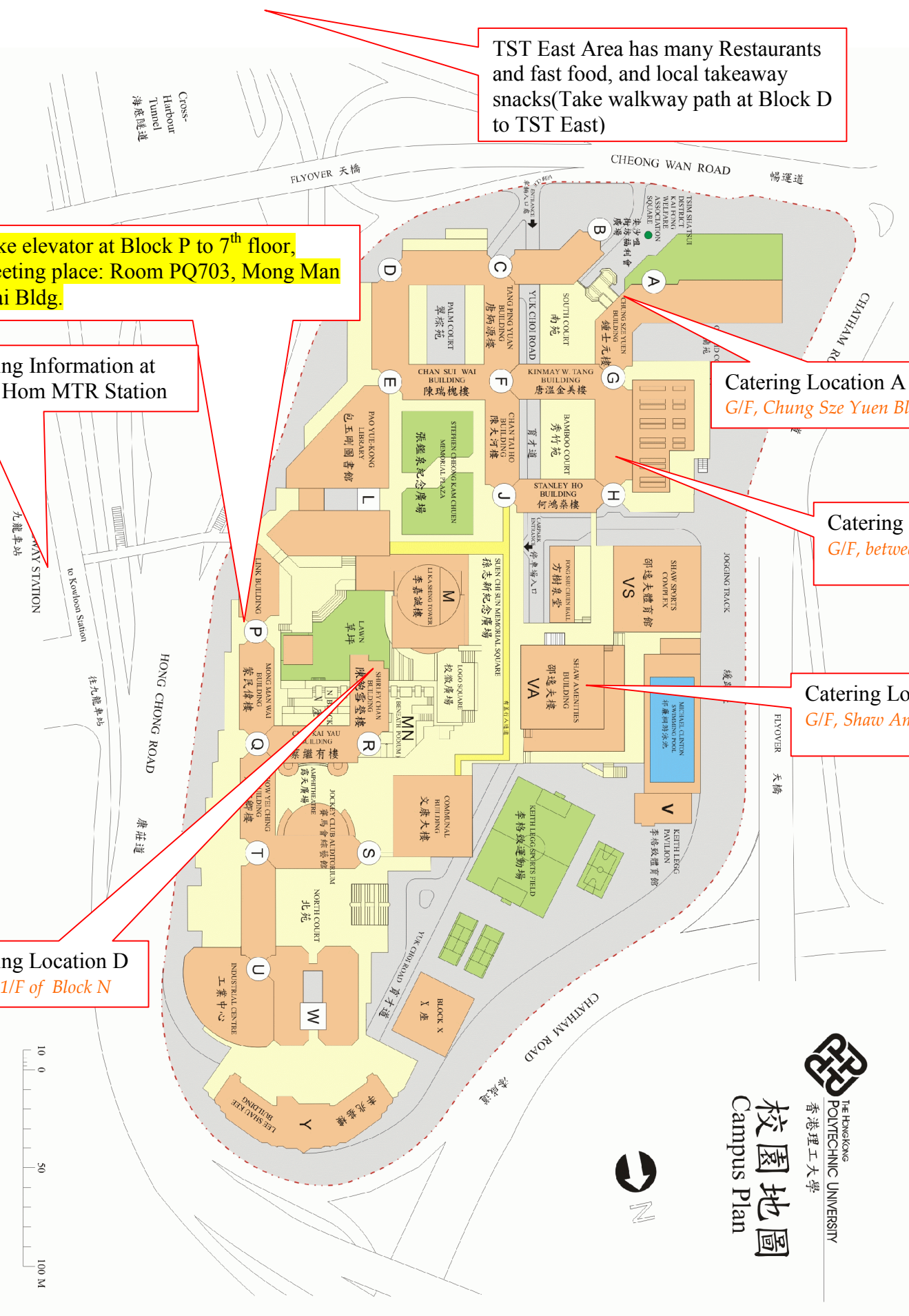
Catering Information at Hung Hom MTR Station

Catering Location A
G/F, Chung Sze Yuen Bldg

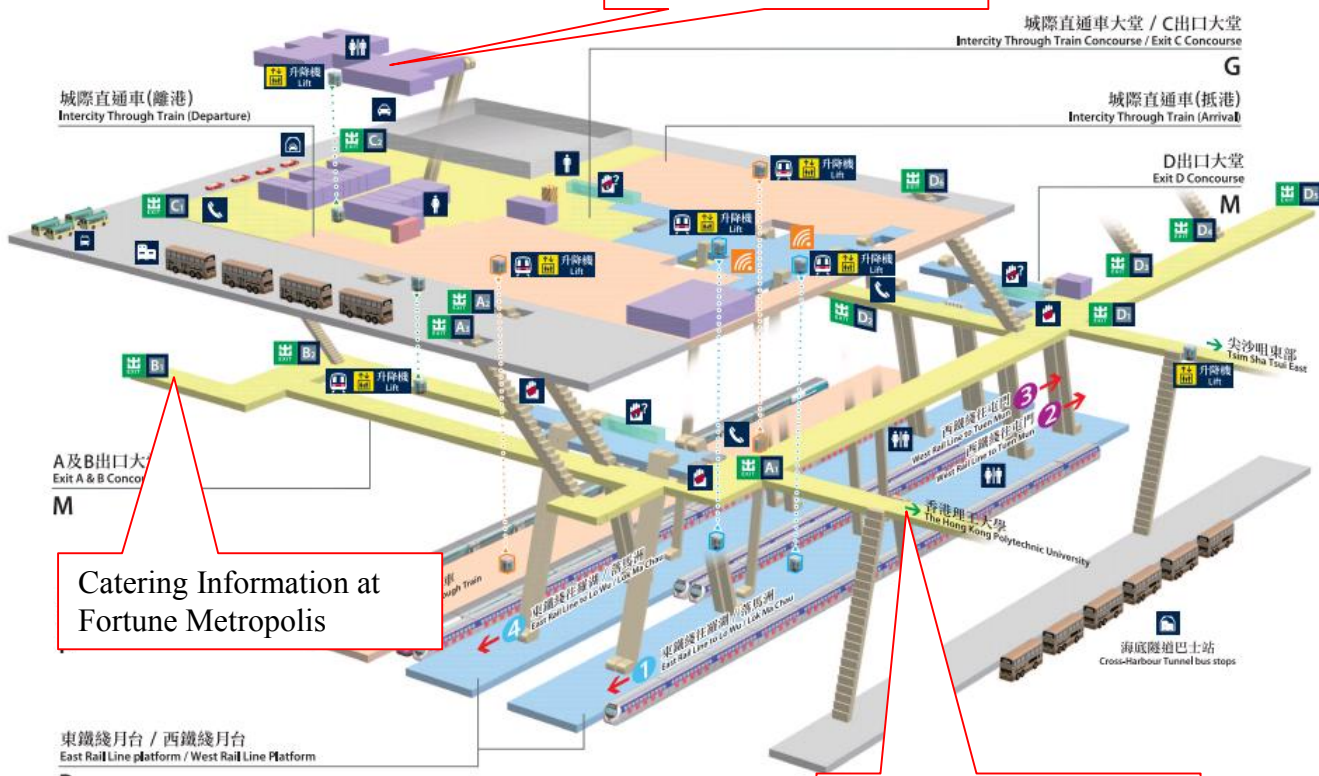
Catering Location B
G/F, between Blocks G & H

Catering Location C
G/F, Shaw Amenities Bldg

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



Catering Information at Hung Hom MTR Station



Catering Information at Fortune Metropolis

Footbridge to Hong Kong Polytechnic University

Deadline
21 October 2015

HOTEL RESERVATION FORM
ISO/IEC JTC1/SC2/WG2/IRG (Meeting No. 45) on 16- 20 November 2015
The Hong Kong Polytechnic University - Department of Computing

Attn: Harbour Plaza Metropolis – Winnie Li (Sales Executive)

Fax: (852) 3160-6988 Tel: (852) 3160-6821 Email: winniel2@harbour-plaza.com

Harbour Plaza Metropolis, 821 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 and Chinese cuisine.

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 on Standard Floor:** () HK\$1,250nett per room per night

Privileges: In-room Internet access (wired/wifi) for a max. of 2 devices per day

Welcome fruit upon arrival

Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment

In-room coffee and tea making facilities

Free use of gym, sauna, outdoor swimming pool and Jacuzzi

Daily newspaper (English/Japanese/Chinese)

Supplement: () Daily buffet breakfast served at The Promenade – HK\$110 nett per person per meal

****All of the above rates are inclusive of 10% service charge and prevailing government tax (if any) 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\$140 per person per trip to/from Airport and Hotel Arrival Departure

*** Please approach hotel “Pick-up B05a” 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 amendment or cancellation of room reservation made less than *21 days* prior to your expected arrival, one night room charge will be debited on your given credit card as penalty directly.
2. In case of any amendment or cancellation of room reservation made less than *7 days* prior to your expected arrival or no-show, 100% expected whole period of room charges will be debited on your given credit card as penalty directly.
3. 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. Rates are **on a first-come-first-served basis**, applicable on 14-21 November 2015 and subject to hotel’s availability.

****HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS****

To : Ramada Hotel Kowloon
 Attention : Irene Lo – Assistant Director of Sales
 E-mail : adoscorp@ramada-kowloon.com.hk
 Tel / Fax : (852) 3966 4698 / (852) 2721 8022
 Subject : **ISO/ IEC JTC1/ SC2/ WG2/ IRG Meeting 2015**

Dear Sir,

Ramada Hotel Kowloon is pleased to offer a Super-Save Rate at **HK\$700 / HK\$900** for single/double occupancy per room per night under Superior room category & **HK\$50** per person per meal of buffet breakfast for those guests who join the captioned conference held by The Hong Kong Polytechnic University for coming November 2015. For reservation, please fill in the reservation form as below and return to us for confirmation.

* *FREE in-room Wi-Fi internet service*

* *Above rates are applicable from Nov 15, 16, 17, 18 & 19 at HKD700 and Nov 20 at HKD900*

* *All above rates are subject to 10% service charge*

* *Kindly make the reservation on or before **15 October 2015**. All reservations are subject to room availability and hotel's written confirmation.*

To be completed by accommodation application

Date: _____

{ } *Reservation*

{ } *Adjustment*

{ } *Cancellation*

Guest Name(s) : _____

Arrival Date : _____ **Arrival Flight** _____

Departure Date : _____ **Departure Flight** _____

No. of room (s) : _____ **Breakfast (s)** _____ **(pax)** **Special Request(s)** _____

Room Type : **Double-Bedded Twin-Bedded Smoking Room Non-smoking Room**

Credit card Number : _____

Card Holder Name : _____ **Expiry Date (MM/YY):** _____

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

Name of Application : _____ **Signature:** _____

E-mail : _____

Contact No. : _____



BEST WESTERN Grand Hotel
華麗酒店

To : Best Western Grand Hotel
Attention : Irene Lo – Assistant Director of Sales - Corporate
E-mail : adoscorp@bestwesterngrandhotel.com
Tel / Fax Number : (852) 3122 6183 / (852) 2730 9936
Subject : ISO/ IEC JTC1/ SC2/ WG2/ IRG Meeting 2015

Dear Sir,

BEST WESTERN Grand Hotel is pleased to offer a Super-Save Rate at **HK\$700/ 900** for single/double occupancy per room per night under Superior room category & **HK\$50** per person per meal of buffet breakfast for those guests who join the captioned conference held by The Hong Kong Polytechnic University for coming July 2015. For reservation, please fill in the reservation form as below and return to us for confirmation.

*** Above rates are applicable from Nov 15, 16, 17, 18 & 19 at HKD700 and Nov 20 at HKD900 inclusive*

*** All above rates are subject to 10% service charge with FREE Wifi internet service*

*** Kindly make the reservation on or before **15 October 2015**. All reservations are subject to room availability and hotel's confirmation.*

To be completed by accommodation application Date : _____
 Reservation Amendment Cancellation

Guest Name(s) : _____

Arrival Date : _____ Arrival Flight _____

Departure Date : _____ Departure Flight _____

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

Room Type : Double-Bedded Twin-Bedded Smoking Room Non-smoking Room

No. of room (s) : _____ No. of guest (s) : _____

Credit card Number : _____

Card Holder Name : _____ Expiry Date (MM/YY): _____

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

Name of Application : _____ Signature: _____

E-mail : _____

Contact No. : _____

23 Austin Avenue, Tsim Sha Tsui, Kowloon, Hong Kong
香港九龍尖沙咀柯士甸路23號

Tel 電話: (852) 3122 6222 Fax 傳真: (852) 2730 9936

Website 網址: <http://www.bestwesterngrandhotel.com>

THE WORLD'S LARGEST HOTEL CHAIN®