

**ISO/IEC JTC 1/SC 22/WG 23 N 0452**

Revision of SC 22 N 4805 Logistical Information SC 22 Plenary 2013

Date: 23 May 2013

Contributed by: WG 23 Convener

Original file name: SC 22 N 4805

Notes: This is the files included in a zip file furnished by the SC 22 Secretariat concatenated into one file by John Benito

**Logistic Information for ISO/IEC JTC 1/SC 22 Plenary and SC 22/WG 23 Meeting  
Tokyo, Japan, September 17–21, 2013**

This year's SC22 Plenary and September WG23 meeting will be held in Tokyo, hosted by IPSJ/ITSCJ on behalf of JISC, the Japanese Industrial Standards Committee.

**MEETING DATES**

ISO/IEC JTC 1/SC 22 Plenary Meeting September 17–18, 2013 (Tuesday and Wednesday)

ISO/IEC JTC 1/SC 22/WG 23 Meeting September 19–21, 2013 (Thursday to Saturday)

Note that September 16th is a Japanese national holiday.

**MEETING VENUE**

Kikai-Shinko-Kaikan Building, Room B3-2 (3rd basement floor)  
3-5-8, Shiba-koen, Minato-ku, Tokyo 105-0011, Japan  
Tel: +81-3-3431-2808 Fax: +81-3-3431-6493

+81 is the country code of Japan which is necessary when calling from other countries. While you are staying in Japan, delete +81 and add a 0 instead (03 is area code of Tokyo).

Smoking is prohibited in all areas of the building.

**HOST CONTACT**

Any inquiries or communications to the host should be sent to the following address.

sc22-plenary@itscj.ipsj.or.jp

This is a mailing-list including the following people.

Ms. Saori Narita, ITSCJ secretary for SC22  
Mr. Wataru Takagi, Japanese SC22 Secretary (WG4 convener)  
Mr. Kiyoshi Ishihata, Head of Delegation of Japan

**REGISTRATION**

National Bodies are kindly requested to complete the Meeting registration form (Attachment B) and return it by e-mail to the IPSJ/ITSCJ host (sc22-plenary@itscj.ipsj.or.jp) and the SC22 Secretary, Ms. Marisa Peacock (MPeacock@ansi.org) no later than August 17, 2013.

Use Attachment B-1 for the SC 22 plenary meeting registration and Attachment B-2 for the SC 22/WG 23 meeting registration.

### **SOCIAL EVENT**

Delegates and their accompanying persons are invited to the social event on the evening of September 18, 2013. The detailed schedule and place for the social event will be announced in the Plenary meeting.

### **HOTEL INFORMATION**

You can choose any hotel in central Tokyo. Shiba area is the most convenient, but other areas such as Akasaka or Shinjuku are not so inconvenient for the access to the venue (using subway trains).

IPSJ/ITSCJ has made a block booking at Shiba Park Hotel near the meeting place. Please note that discount rate is available if the booking is made by August 18, 2013, using the Reservation form for Shiba Park Hotel (Attachment C).

### **TRANSPORTATION**

#### **Transportation to the venue**

Kikai-Shinko-Kaikan building is located just in front of the "Tokyo Tower". It is within walking distance from the following railway stations. Please see Attachment A for a local map.

- 8-minute walk from Kamiyacho Station, Tokyo Metro Hibiya Line
- 8-minute walk from Onarimon Station, Toei Mita Line
- 10-minute walk from Akabanebashi Station, Toei Oedo Line
- 10-minute walk from Daimon Station, Toei Asakusa Line / Oedo Line
- 15-minute walk from Hamamatsucho Station, JR Yamanote Line / Keihin-Tohoku Line  
and Tokyo Monorail Haneda Airport Line

Tokyo Metro and Toei are two subway companies covering greater Tokyo area.

#### **Transportation to Shiba Park Hotel from airports**

There are two major international airports in the greater Tokyo area: Narita and Haneda. Haneda is located in the city of Tokyo and has easier access to the central Tokyo areas.

Some of the convenient transportation from these airports to Shiba Park hotel are shown below.

#### **Limousine bus from Narita Airport**

You can directly go to Shiba Park Hotel from Narita Airport by using the Airport Limousine bus. This would be the most convenient way. Currently, there are seven bus operations daily. The travel time is approximately two hours, and the

cost is 3000 yen. You can purchase the ticket at the Airport Limousine Counter in the airport arrival hall. Refer to the following web site for more information.

<http://www.limousinebus.co.jp/en/>

### **Train from Narita Airport**

Two railway companies connect Narita Airport and central Tokyo: JR and Keisei. Both companies run comfortable limited express trains (with additional fare) and usual commuter type trains.

The most convenient train to Shiba Park Hotel would be Access Express (commuter type train) of Keisei. You can reach Daimon subway station in about 70 minutes. The cost is 1280 yen. Since the train is of commuter type and no seat reservation is available, you might be unable to have a seat, but this is not probable. The train leaves the airport approximately every 40 minutes from 05:41 to 16:04 (16:44 for weekends and holidays). You can purchase the ticket at the Keisei ticket counter (underground level). Refer to the following web site for more information.

<http://www.keisei.co.jp/keisei/tetudou/skyliner/us/>

If you cannot catch Access Express bound for Haneda or Nishi-Magome, you can use Access Express or Keisei Main Line trains bound for Ueno. In this case, you should transfer at Aoto station. Any trains leaving Aoto from the opposite side of the same platform will take you to Daimon subway station (those bound for Haneda, Nishi-Magome, Misakiguchi, Kurihama, etc.).

Keisei Skyliner and JR Narita Express are comfortable limited express trains. Skyliner takes you to Nippori station in about 40 minutes. The cost is 2400 yen. The train leaves the airport every 20 minutes during the peak period. From Nippori, you should take JR Yamanote line (light green trains) or Keihin-tohoku line (light blue trains) to Hamamatsucho station (about 20 minutes, 160 yen).

Narita Express takes you to Tokyo station in about 80 minutes. From Tokyo, you should take Yamanote line or Keihin-tohoku line to Hamamatsucho station (about 6 minutes). The total cost is 3310 yen.

### **Train from Haneda Airport**

The Tokyo Monorail serves direct trains from Haneda Airport to Hamamatsucho station. The travel time is 15 to 20 minutes, and the cost is 470 yen. Refer to the following web site for more information.

<http://www.tokyo-monorail.co.jp/english/>

Keikyu trains to Daimon subway station are also available. Limousine bus from Haneda Airport does not cover Shiba area.

### **to Shiba Park Hotel from Daimon subway station**

The hotel is within 5 minute walk. Go out the A6 exit of the station. Walk toward Zojoji Temple and Tokyo Tower, then turn right at the first corner in front of the big Japanese-style gate. Note that the name Daimon stands for big gate in Japanese.

#### **to Shiba Park hotel from Hamamatsucho station**

The hotel is within 8 minute walk. Go out the North Exit of the station. Walk toward Zojoji Temple and Tokyo Tower, then turn right at the third traffic light in front of the big Japanese-style gate.

#### **PASSPORT, VISA and VACCINATION**

Participants are advised to consult with the travel agencies to see if there are any regulatory requirements for entering Japan, such as visa and/or vaccination. The lead-time for the issuance of visa may vary. In case any substantiating document such as "Invitation Letter" is required for visa application, please contact the IPSJ/ITSCJ host (sc22-plenary@itscj.ipsj.or.jp) as early as possible.

#### **USEFUL URLs**

##### <General Information>

<http://www.jnto.go.jp/eng/index.html>

<http://www.japan-guide.com/>

<http://web-japan.org/nipponia/archives/en/index.html>

##### <Sightseeing>

<http://tcvb.or.jp/en/>

<http://www.hatobus.com/en/>

##### <Transportation>

Narita International Airport

<http://www.narita-airport.jp/en/>

Haneda Airport (Tokyo International Airport)

<http://www.haneda-airport.jp/en/>

Japan Rail Pass

<http://www.japanrailpass.net/eng/en01.html>

##### <Subway operators>

<http://www.tokyometro.jp/en/index.html>

<http://www.kotsu.metro.tokyo.jp/eng/>

**ISO/IEC JTC 1/SC 22 Plenary Meeting**  
**Tokyo, Japan, September 17–18, 2013**

Meeting Registration Form  
to be returned to

sc22-plenary@itscj.ipsj.or.jp  
and  
MPeacock@ansi.org

**Deadline for registration: August 17, 2013**

**National Body:** \_\_\_\_\_

1. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_
2. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_
3. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_
4. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_
5. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_
6. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_
7. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_

**ISO/IEC JTC 1/SC 22/WG 23 Meeting**  
**Tokyo, Japan, September 19–21, 2013**

Meeting Registration Form  
to be returned to

sc22-plenary@itscj.ipsj.or.jp  
and  
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**Deadline for registration: August 17, 2013**

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Affiliation: \_\_\_\_\_  
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Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_
7. Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Role (e.g., HoD, WG convener): \_\_\_\_\_

## Shiba Park Hotel Registration Form

To whom it may concern;

RE: ISO/IEC JTC 1/SC 22 Plenary & WG 23 Meeting

It is a great honor for us to welcome who will attend the above mentioned meeting.  
We would like to offer special room rates to all participants of the meeting as follows:

Room Type	No. of Guest	Room Charge	Room Charge with Breakfast
<b>Twin Room</b>	<b>1</b>	<b>¥12,600</b>	<b>¥14,200</b>
<b>Double Room</b>			
<b>Twin Room</b>	<b>2</b>	<b>¥14,000</b>	<b>¥17,200</b>
<b>Double Room</b>			
<b>Park's Business Class Room</b>	<b>1</b>	<b>¥13,600</b>	<b>¥15,200</b>

Rates above are inclusive of service charge & taxes

- All rooms will have free access to internet (wired).
- Breakfast will be choice between Western style buffet & Japanese breakfast.
- Reserving Park's Business Class Room, guest will have free access to the Executive Lounge (open hours: 06:00-23:00) with complimentary drinks and business facilities including notebook computer, printer, WIFI, trouser-press, iPod/iPhone speaker. Complimentary pastries available during 06:00-10:00 as breakfast.
- Check in 12:00~ \* Check out ~ 12:00

Please note that the Kikai- Shinko- Kaikan Building, where the meeting is to be held, is just a 10-minute walk from Shiba Park Hotel. Shiba Park Hotel is located in the district of Shiba Koen, and has a very easy access to 3 subway lines and 1 JR line. Direct bus service from/to Narita International Airport are also available. For further information, please check the following website:

<http://www.shibaparkhotel.com/en/>

To arrange reservation, please fill in the attached reservation form and send to Matsubara(Ms) by e-mail or facsimile before 18 August 2013.

Looking forward to hearing from you soon,

Sincerely yours,

Yuko MATSUBARA  
Sales & Marketing Manager



Shiba Park Hotel

**RESERVATION FORM for ISO/IEC JTC 1/SC 22 Plenary & WG 23 Meeting**

Attention to Yuko Matsubara, Sales &amp; Marketing Manager

Facsimile +81-3-5470-7515

Telephone +81-3-5470-7510

E-mail [matsubara@shibaparkhotel.com](mailto:matsubara@shibaparkhotel.com)Guest Name (in PRINT)Name of CompanyTelephone \_\_\_\_\_ FacsimileE-mailDate of Arrival \_\_\_\_\_ Flight No.Date of Departure \_\_\_\_\_ Flight No.Type of Room and Rate (Please tick)

Room Type	No. of Guest	Room Charge	Room Charge with Breakfast
Twin Room	1	¥ 12,600 ( )	¥ 14,200 ( )
Double Room	1	¥ 12,600 ( )	¥ 14,200 ( )
Twin Room	2	¥ 14,000 ( )	¥ 17,200 ( )
Double Room	2	¥ 14,000 ( )	¥ 17,200 ( )
Park's Business Class Room	1	¥ 13,600 ( )	¥ 15,200 ( )

Rates above are inclusive of service charge &amp; taxes

Request Non-Smoking Room (if available) ( )Other Request

To arrange reservation, please fill in above reservation form and send to Matsubara(Ms) by e-mail or facsimile before **18 August 2013**.

After arrangement, reservation confirmation letter will be sent as reply.

We are looking forward to welcoming you here at Shiba Park Hotel.

Attachment A

