

## The 2nd Draft Calling Notice

### ISO/IEC JTC 1/SC 22 Meeting 6 – 10 Sep. 2004 Jeju Island, Republic of Korea

#### 1. Meeting Date

The meeting will be held during 6<sup>th</sup> to 10<sup>th</sup> Sep. 2004.

#### 2. Venue

The meeting venue is :

**Jeju(CheJu) Oriental Hotel**  
**1197, Samdo 2-Dong, Jeju City, Jeju-Do, Korea**

Mr. Myung-Ki SHIN  
Tel: +82-2-2051-0170  
Fax: +82-2-2051-0174  
E-mail: [7109smk@naver.com](mailto:7109smk@naver.com)  
Homepage: <http://english.oriental.co.kr>

#### 3. Host Contact

The host contact for the meeting arrangement is:

**KATS**(Korean Agency for Technology and Standards)  
2, Jungang-dong, Gwacheon, Gyunggi-do, Korea 427-716

Dr. Kwanghae OH and Ms. Moonkyung SHIN  
Tel : +82-2-509-7256  
Fax : +82-2-507-1924  
Email : [jungbo@ats.go.kr](mailto:jungbo@ats.go.kr)  
Homepage : [http://ats.go.kr/english/eng\\_home.asp](http://ats.go.kr/english/eng_home.asp)

#### 4. Registration

Delegates are kindly requested to complete the Registration Form (**Annex I**) and return it to the host contact and Ms. Sally Seitz, Secretary for JTC1/SC22, by e-mail or by fax no later than **31 July 2004**.

**Registration will be confirmed to the delegates directly by Korean Host(KATS).**

## 5. Accommodation (Meeting Venue)

Special arrangements have been made with the Jeju (CheJu) Oriental Hotel(Class: Super Deluxe) to accommodate delegates and their accompanying persons of JTC1/SC22 meeting. Please directly send the reservation form (**Annex II**) to **Jeju(CheJu) Oriental Reservation via the only fax.**

### >> Contact Point for Jeju (CheJu) Oriental Hotel Reservation

**Mr. Myung-Ki SHIN**

Tel : +82 2 2051 0170

Fax : +82 2 2051 0174

### - ROOM RATE(**10% Service Charge, 10% Tax and Breakfast all Included**)

ROOM TYPE	Rate(USD)	Note
Single	120	For 1 person
Double/Twin	130	For 2 persons

For the hotel room at the special rate, reservation should be made no later than 31 July 2004. After that date the National Body does not guarantee the hotel booking.

Block reservation (**30** rooms) will be made at the Jeju Oriental Hotel. So please note that you may have difficulty in acquiring accommodations if you do not register early.

Please note that the Korea National Body will not bear any financial responsibility in connection with your stay and accommodation.

## 6. Social Event

Delegates and accompanying people are invited to attend the social event.

### <Welcome Dinner>

-Place : Jeju Oriental Hotel

-Date : 7 September 2004(To be confirmed)

-Time : 7:00-9:00 pm

(Korean traditional dishes will be served.)



## 8. Meeting Facilities

### 1) Office

A copy machine of medium speed, a personal computer and a printer adaptable to Windows XP with MS office XP will be installed at the SC22 Secretary's room.

### 2) Computer Networking

Each meeting room will be equipped with wireless access (**Wireless LAN, supporting IEEE802.11b, 2.4GHz band**) to the Internet and to make use of these facilities, attendees must arrive equipped with the necessary hardware and correctly configured PC.

### 3) Using Electric Appliances in the Korea

**The standard voltage** in the Korea is **220 volts AC ,60 Hz** with a **round two-pin plug**. Always check the power supply before using your equipment.

## 9. General Information

### 1) VISA

Delegates are advised to check with the local travel agent about regulations regarding VISA. In case of doubt, the information can be obtained from the nearest Korean Embassy or Consulate and the following website :

[http://www.mofat.go.kr/en/visa/e\\_visamof](http://www.mofat.go.kr/en/visa/e_visamof)

If you need an invitation letter for visa, please send the following information to Korea Host by e-mail ([jungbo@ats.go.kr](mailto:jungbo@ats.go.kr)) with registration form.

- Name
- Sex: Male or Female
- Date of birth (dd-mm-yyyy)
- Passport No. & Date of Expiry (dd-mm-yyyy)
- Company / Organization
- Your Designation / Title
- Address
- Tel/Fax
- E-mail

### 2) Currency and Credit Cards

The unit of Korean currency is *Won*. Coin denominations are 10 *won*, 50 *won*, 100 *won*, 500 *won*. Bank notes are 1,000 *won*, 5,000 *won*, 10,000 *won*. Bank checks are circulated in denominations of 100,000 *won* and over.

Foreign currency and traveler's check can be converted into Korean won at foreign exchange banks and other authorized money exchangers. The exchange rate is subject to market fluctuations. One USD was equivalent to about KRW 1,190 as of May 2004.

Credit cards, including VISA, American Express, Diner's Club, Master Card and JCB, are accepted at major hotels, department stores, and larger restaurants.

### 3) Weather

The Jeju Island(Jeju-do) in September is an early autumn. Average temperature is 24°C.

### 4) Sightseeing

Jeju-do is the premier tourist destination in Korea because of the stunning natural scenery and superior tourist amenities. Scenic beaches, waterfalls, cliffs and caves lie in harmony, and the mild weather makes Jeju-do an even more ideal tourist destination. Mt. Hallasan in Jeju-do has flora and fauna of both temperate and tropical varieties, coexisting on the mountain. The Jungmun Tourist Complex is a comprehensive tourist resort and provides top-quality accommodations and tourist facilities.

For any information on sightseeing of Korea, please visit the following homepage.

<http://english.tour2korea.com/>

<http://www.korea.net/>

<http://www.hijeju.or.kr/eng/default.htm>

### 5) LINKS

- Oriental Hotel : <http://english.oriental.co.kr>
- Incheon International Airport : <http://www.airport.or.kr/Eng/home.jsp>
- Gimpo Domestic Airport : <http://www.airport.co.kr/eng/dba/airport/gimpo/index.asp>
- KOREAN Air : <http://www.koreanair.com/>
- ASIANA Airline : <http://us.flyasiana.com>

**ANNEX I : REGISTRATION FORM**  
**JTC1/SC22 Meeting**  
**6-10 September 2004**  
**Jeju Island, Republic of Korea**

Delegates attending the meeting are requested to complete this form and to send it to the Host Contact and the Secretary of JTC1/SC22 at the following address by fax or e-mail no later than **31 October 2003**.

TO: Dr. Kwanghae OH, Meeting Host  
KATS (Fax +82-2-507-1924 / Email: [jungbo@ats.go.kr](mailto:jungbo@ats.go.kr))

And Ms. Sally Seitz, JTC1/SC22 Secretary  
ANSI (Fax: + 1-212-840-22-98/ Email: [sseitz@ansi.org](mailto:sseitz@ansi.org))

Name: (first/last-as it will appear on a name badge)	
National Body: (as it will appear on a name badge)	
Company	
Street Address:	
City:	
Country:	
Telephone Number:	
Fax Number:	
Email:	

Social Event ( 7<sup>th</sup> September 2004)

Do you plan on attending the social event?	Yes	No
If yes, will you be bringing a guest(s)? How many?		
Do you have any "Food Restriction"? (Korean traditional dishes will be served.)		

Remark

Do you plan to stay Jeju Oriental Hotel ?  Yes  No

## ANNEX II

### HOTEL RESERVATION FORM

#### Jeju(CheJu) Oriental Hotel

#### ISO/IEC JTC1/SC22 MEETING (KATS) for 6-10 September 2004

Please send it to Jeju (CheJu) Oriental Hotel Reservation via the following **only fax**.

**TO: Mr. Myung-Ki SHIN**  
Sales Manager  
Jeju Oriental Hotel  
Tel : +82 2 2051 0170  
Fax : +82 2 2051 0174

CC: Dr. Kwanghae OH, KATS(Fax : +82 2 507 1924)

Name (First / Last)	/
Arrival Date / Time	
Departure Date	
Room Type (Single/ Double/Twin)	
Room Rate (Including 10% Service charge, 10% TAX and Breakfast)	<b>Single (1 Person) : USD120</b> <b>Double/Twin(2 persons): USD130</b>
Credit Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Diner's Club <input type="checkbox"/> Others.....
Credit Card No.	
Contact Telephone Number	
Contact Facsimile Number	
※Cut Off Date	31 July 2004
※Cancellation Policy	- No Show-up: 1 Night Rate - Cancellation in Two days up to Arrival date: 10% Cancellation Fee

※ Hotel Reservation will be confirmed to the delegates directly by Oriental Hotel.

# KATS

**Korean Agency for Technology and Standards**  
**Ministry of Commerce, Industry & Energy**  
**Republic of Korea**

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Signature : .....

Date : .....