

**ISO/IEC JTC 1/SC 2
Coded Character Sets
Secretariat: [Japan \(JISC\)](#)**

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TITLE	Logistical Information for the Meetings of SC 2 Plenary, WG 2 and OWG-SORT to be held in Tokyo, Japan, 2009-10-26/30	
SOURCE	Meeting host - National Body of Japan	
PROJECT		
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Information Technology Standards Commission of Japan

ITSCJ

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Information for the Meetings of ISO/IEC JTC 1/SC 2, OWG-SORT and WG 2, Tokyo, Japan, 2009-10-26/30

1. HOST ORGANIZATION

IPSJ/ITSCJ (on behalf of JISC)

2. HOST CONTACT

Toshiko Kimura
IPSJ/ITSCJ
Room 308-3, Kikai-Shinko Kaikan
3-5-8, Shiba-koen, Minato-ku
Tokyo 105-0011, Japan
TEL: + 81 3 3431 2808
FAX: + 81 3 3431 6493
E-mail: kimura@itscj.ipsj.or.jp

3. MEETING PLACE

Room #67 and #68
6th Floor, Kikai-Shinko-Kaikan
(Address is the same as above)

"Kikai-Shinko-Kaikan" is located within walking distance from any of the following train stations. It is just in front of "Tokyo Tower". Please see the map in Attachment A.

8 minutes from Subway Hibiya Line, "Kamiya-cho", Exit No. 1
10 minutes from Subway Mita Line, "Onarimon", Exit No. A1
10 minutes from Subway Oedo Line, "Akabanebashi", Akabanebashi Exit
15 minutes from Subway Asakusa Line, "Daimon", Exit No. A5
17 minutes from "Hamatsucho" of JR

http://www.tokyometro.jp/rosen/rosenzu/pdf/rosen_eng.pdf

Note: Internet access via wireless LAN is available in the meeting room area.

4. HOTEL INFORMATION

Block booking has been made at "Shiba Park Hotel" which is located near the meeting place. Please note that discount rate is available if the booking is made **before September 30th, 2009**, using the attached "RESERVATION FORM" in Attachment B. Other hotels around the meeting place are listed in Attachment C.

5. TRANSPORTATION (From Narita Airport to Shiba Park Hotel)

a) Airport Limousine bus

The Airport Limousine Company runs several shuttle buses each day between the hotel and Narita Airport adult:3,000yen, child:1,500yen (6 - 12years). See: <http://www.limousinebus.co.jp/e/index.htm>

b) JR Narita Express

Japan Railway Narita Express service is also available from the airport to Tokyo station at the fare of 2,940Yen per person. Ticket can be purchased at Japan Railway ticketing counter located on the basement floor of the airport. Taxi fare from Tokyo station to Shiba Park Hotel is approximately 1,500 Yen.

6. PASSPORT, VISA and VACCINATION

Participants are advised to check regulations regarding passport, visa and vaccination and particularly regarding length of notice for obtaining a visa, if required, with their travel agency. If you need any documents for acquisition of visa, please contact the host (kimura@itscj.ipsj.or.jp) immediately.

Attachment A: City Map around Kikai-Shinko Kaikan

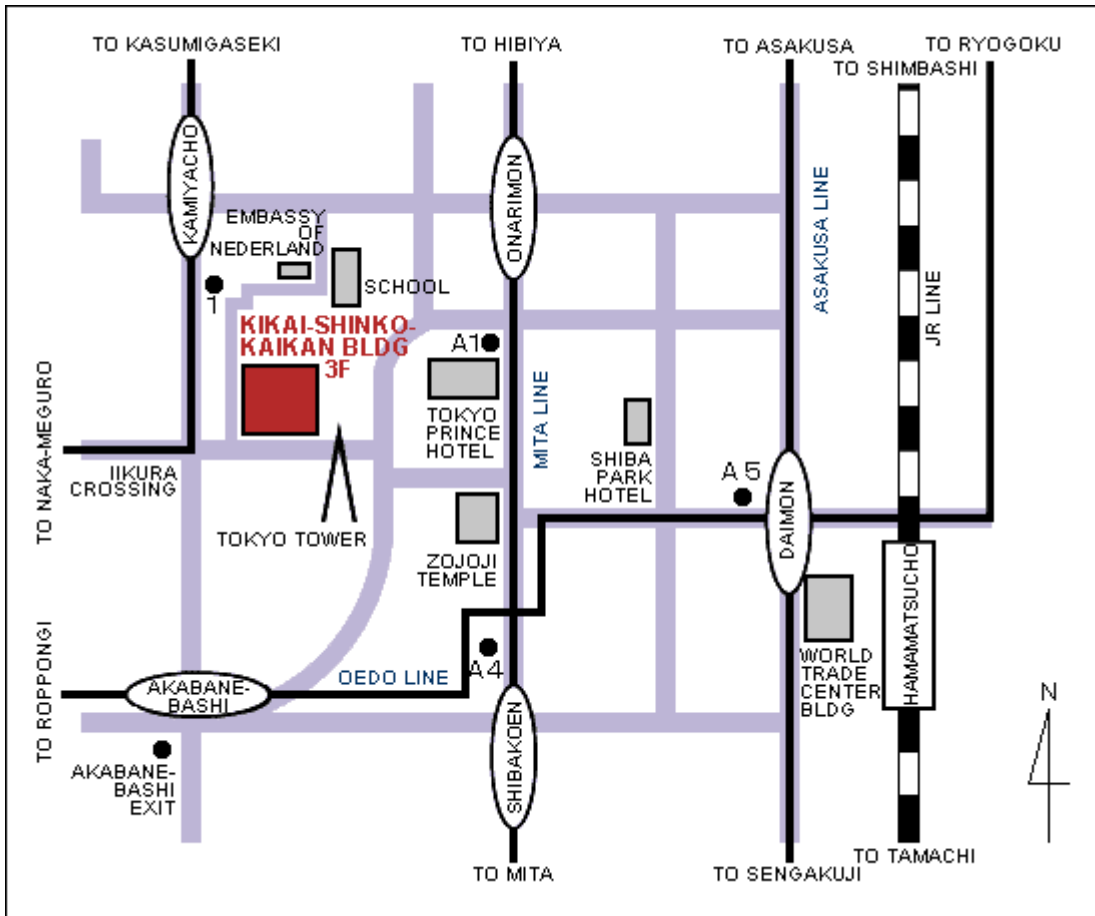
Attachment B: Reservation Form of Shiba Park Hotel

Attachment C: List of Hotels around Kikai-Shinko-Kaikan



Kikai-Shinko Kaikan

Attachment A



Shiba Park Hotel

Shiba-koen, 1-5-10, Minato-ku, Tokyo, 105 Japan, Phone: +81-3-3433-4141 FAX: +81-3-3433-4142

To whom it may concern;

RE: ISO/IEC JTC 1/SC 2 Meeting

It is a great honor for us to welcome you who attend the above-mentioned meeting. Concerning this meeting, we would like to offer special room rates to all participants.

Room Type	Rate	Rate w/breakfast	Internet Access
Annex Single	13,000 Yen	15,000 Yen	Available (Free)
Annex Twin/Double (Double Use)	16,000 Yen	20,000 Yen	Available (Free)
Annex Twin/Double (Single Use)	14,000 Yen	16,000 Yen	Available (Free)
Business Class Room	15,000 Yen	17,000 Yen	Available (Free)

Rates are inclusive of service charge & government tax.

*

The hotel has free internet access corners in annex building.

Please note that the Kikai- Shinko- 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.

For more details, you can check our homepage. <http://www.shibaparkhotel.com>

For reservation, please fill in the attached reservation form and send it by facsimile or e-mail.

DIRECT BUS SERVICES FROM/TO NARITA INT'L AIRPORT AVAILABLE.

Looking forward to hearing from you soon,

Sincerely yours,

Tomomasa Nakamura
Assistant Manager
Corporate Sales
Shiba Park Hotel
Tokyo, JAPAN

RESERVATION FORM for Shiba Park Hotel, Tokyo, Japan

Attention to: Mr. Tomomasa Nakamura, Sales Department
Address: 1-5-10, Shiba-koen, Minato-ku, Tokyo 105-0011, Japan
Fax: +81-3-5470-7514
Telephone: +81-3-5470-7529
E-mail: t.nakamura@shibaparkhotel.com

RE: ISO/IEC JTC 1/SC 2 Meeting

Name (PRINT):

Name of Company:

Address:

Fax:

E-mail:

Date of Arrival
Flight No.

Date of Departure
Flight No.

Type of Room (Please tick):

Note 1: Business Class Room can accommodate Only 1 person. (Single Use Only)

Note 2: All prices include Tax and Service Charge.

<u>Annex Single</u>	<u>13,000 Yen ()</u>	<u>w/breakfast 15,000 Yen ()</u>
<u>Annex Twin 16,000 Yen (double use) ()</u>		<u>w/breakfast 20,000 Yen ()</u>
<u>Annex Twin 14,000 Yen (single use) ()</u>		<u>w/breakfast 16,000 Yen ()</u>
<u>Annex Double 16,000 Yen (double use) ()</u>		<u>w/breakfast 20,000 Yen ()</u>
<u>Annex Double 14,000 Yen (single use) ()</u>		<u>w/breakfast 16,000 Yen ()</u>
<u>Business Class Room</u>	<u>15,000 Yen ()</u>	<u>w/breakfast 17,000 Yen ()</u>

No smoking room (if available) ()

Deadline for the reservation:

The rates above are available until September 30th 2009.

We look forward to serving you at Shiba Park Hotel.
Have a safe flight, and we will see you soon.

Hotels around Kikai-Shinko-Kaikan

(Unit:Yen)

Name of Hotel	Address & Tel. No. & Fax No.	Website
Shiba Park Hotel	Shiba-koen, 1-5-10, Minato-ku, Tokyo, 105 Japan TEL : +81-3-3433-4141 FAX : +81-3-3473-4142	http://www.shibaparkhotel.com/en/ Please use Reservation Form in Attachment B.
Tokyo Prince Hotel	3-3-1, Shiba-koen Minato-ku, Tokyo 105-8506 TEL.+81 3-3432-1111 FAX.+81 3-3434-5551	http://www.princehotels.com/en/tokyo/
Atagoyama Tokyu Inn	1-6-6, Atago, Minato-ku Tokyo 105-0002 TEL.+81 3-3431-0109 FAX.+81 3-3431-0434	http://www.tokyuhotelsjapan.com/en/TT/TT_AT_AGO/index.html
Shiba Daimon Hotel	2-3-6 Shiba-koen Minato-ku, Tokyo 03-3431-3716 03-3434-5177	http://www.shibadaimonhotel.co.jp/e/
Mielparque-Tokyo	2-5-10, Shibakouen, Minato-ku, Tokyo TEL +81-3-3433-7211 (switchboard) FAX +81-3-3433-3895	http://www.mielparque.jp/tky/eng.html
Chisan Hotel Hamamatsucho	1-3-10 SHIBAURA MINATO-KU , TOKYO TEL +81-3-3452-6511 FAX +81-3-3452-9241	http://www.solarehotels.com/english/chisun/
Tokyo Grand Hotel	2-5-3, Shiba, Minato-ku Tokyo TEL.+81 3-3456-2222 FAX.+81 3-3454-1022	http://www.tokyogrand.gr.jp/ (Japanese)
Hotel Comsoleil Shiba	2-3-4 Shibakouen, Minato-ku, Tokyo TEL.03-5777-7722 FAX.03-5777-7723	http://www.comsoleil.jp/index.html (Japanese)

All of the above hotels are within walking distance from the meeting place.