

ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)

JTC 1 SWG-A N 298

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**Document
Type:**

Meeting Logistics

Title:

Meeting Logistics for the 16-19 June 2008 JTC 1 Special Working Group on Accessibility Meeting and ISO/IEC PDTR 29138 Parts 1-3 Ballot Resolution Meeting – Tokyo, Japan

Source:

Japanese National Body

**Requested
Action:**

This document is circulated for use by delegates to the June 2008 SWG-A meeting.

16 May 2008: Delegates lists are due to the SWG-A Secretariat (jgarner@itic.org).

25 May 2008: Deadline to receive discount rate for hotel reservations at the Shiba Park Hotel (see Reservation Form in Attachment B).

JTC 1 SWG on Accessibility Secretariat
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Information Technology Standards Commission of Japan

ITSCJ

Information Processing Society of Japan

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<http://www.itscj.ipsj.or.jp>

Information for the Meeting of ISO/IEC JTC 1/SWG on Accessibility, Tokyo, Japan, 2008-06-16/20

1. HOST ORGANIZATION

IPSI/ITSCJ (on behalf of JISC)

2. HOST CONTACT

Ms. Toshiko Kimura
IPSI/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

Meeting Room on 6th or 5th Floor
Kikai-Shinko-Kaikan Bldg.
(Address is the same as above)

The following rooms have been reserved:

June 16th (Mon.)	9:00 - 17:00	Room.67
June 17th (Tues.)	9:00 - 17:00	Room.67
June 18 th (Wed.)	9:00 - 17:00	Room.5S-1
June 19 th (Thu.)	9:00 - 12:00	Room.67

Note:

- 1) Internet connection via LAN system (both wired and wireless) will be set up in the meeting rooms.
- 2) Accessible bath rooms are located on basement 1.

4. ACCESS

"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

5. 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 May 25, 2008**, using the attached "RESERVATION FORM" in Attachment B. Other hotels around the meeting place are listed in Attachment C.

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@itsej.ipsj.or.jp) immediately.

7. SOCIAL EVENT

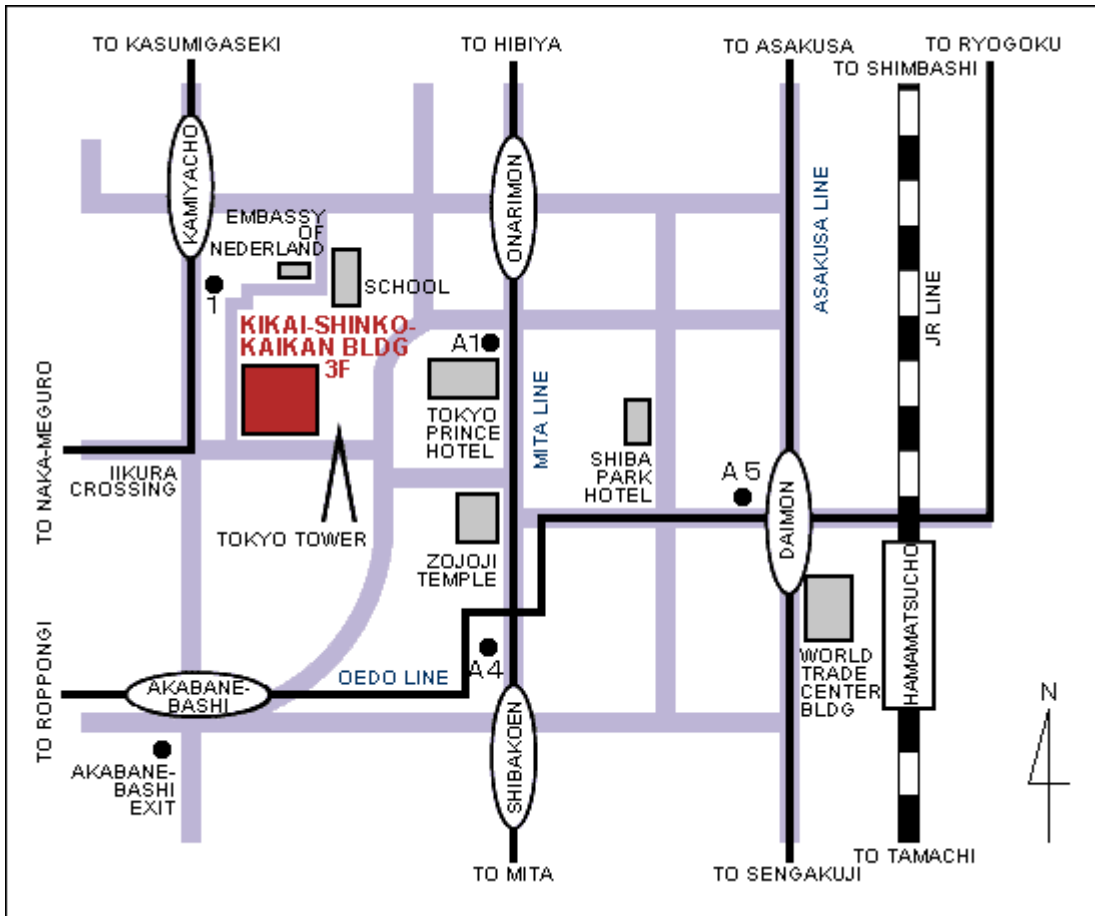
A cocktail party will be arranged in the evening of Tuesday, 17th June, 2008.

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

Attachment A



Shiba Park Hotel

Shiba-koen, 1-5-10, Minato-ku, Tokyo, 105 Japan, Phone: +81-3-3433-4141 FAX: +81-3-3473-4142

To whom it may concern;

RE: ISO/IEC JTC 1/SWG on Accessibility 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 at both annex and main 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,

Yuichiro Matsumoto
Assistant Manager
Corporate Sales
Shiba Park Hotel
Tokyo, JAPAN

RESERVATION FORM for Shiba Park Hotel, Tokyo, Japan

Attention to: Mr. Matsumoto, Sales Department
Address: 1-5-10, Shiba-koen, Minato-ku, Tokyo 105-0011, Japan
Fax: +81-3-5470-7515
Telephone: +81-3-5470-7510
E-mail: matsumoto@shibaparkhotel.com

RE: ISO/IEC JTC 1/SWG on Accessibility 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>

Wheel Chair Request (): Annex Double and Twin Room are equipped with a handrail in the bathroom. Rooms are not completely barrier free, and there is a little slope to get into the annex building. We will be glad to help you move between the main and annex building upon your request.

No smoking room (if available) ()

Deadline for the reservation: The rates above are available until May 25th 2008.

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/ 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.princehotelsjapan.com/tokyoprincehotel/
Atagoyama Tokyu Inn (!)	1-6-6, Atago, Minato-ku Tokyo 105-0002 TEL.+81 3-3431-0109 FAX.+81 3-3431-0434	http://www.tokyuhotels.co.jp/en/TI/TI_ATAGO/index.shtml
Tokyo Grand Hotel (!)	2-5-3, Shiba, Minato-ku Tokyo 105-0014 TEL.+81 3-3456-2222 FAX.+81 3-3454-1022	http://www.tokyogrand.gr.jp/ (Japanese)
Shiba Daimon Hotel (!)	2-3-6 Shiba-koen Minato-ku, Tokyo 03-3431-3716 03-3434-5177	http://www.shibadaimonhotel.co.jp/ (Japanese)
Chisan Hotel Hamamatsucho	1-3-10 SHIBAURA MINATO-KU , TOKYO TEL +81-3-3452-6511 FAX +81-3-3452-9241 105-0023	http://www.chisanhotels.com/hamamatsucho/e.htm
Hotel IBIS ROPPONGI	7-14-4 Roppongi Minato-ku, Tokyo 106-0032 TEL.+81 3-3403-4411 FAX.+81 3-3479-0609	http://www.ibis-hotel.com/index-e.htm
Radisson Miyako Hotel Tokyo	1-1-5, Shirogane Minato-ku, Tokyo 108-8640 TEL.+81 3-3447-3111 FAX.+81 3-3447-3133	http://www.miyakohotels.ne.jp/tokyo/

(!) Walking distance from the meeting place