Universal Multiple-Octet Coded Character Set UCS	
ISO/IEC JTC1/SC2/WG2 IRG N 1340	
Date: 2007-07-11	

Source:	Lu Qin, IRG Rapporteur
Title:	1st Call for IRG#29 meeting to be held in San Jose, California, U.S.A, 2007-11-12~2007-11-16
Status :	Tentative
Actions required Distribution: Medium :	Travel arrangement, review and feedback of agenda items IRG Members and Ideographic Experts Electronic

Dear IRG Members and Experts,

According to the resolution IRG M28.1 approved by IRG#28 in Xian, Shaanxi, China, the 29th meeting of the Ideographic Rapporteur Group (IRG) will be held in San Jose, California, U.S.A. from 2007-11-12 to 2007-11-16.

Location:

Adobe, Albertus conference room, 345 Park Avenue, San Jose, CA, U.S.A.

Date/Time:

IRG #29 will start on Monday, 12 Nov. 2007 at 10am[1] and conclude on Friday,16 Nov, 2007.

IRG members are requested to review the tentative agenda and send comment to IRG Rapporteur anytime before Monday 5 Nov, 2007**.**

Lu Qin
IRG Rapporteur
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Email: csluqin@comp.polyu.edu.hk

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[1] All status reports should be submitted to the IRG Rapporteur by Hong Kong time 9:00am on 8 Nov., 2007(the Thursday before the meeting commencement) to guarantee distribution and presentation for the morning session on the 1st day of the meeting.

Tentative Agenda

1. Opening speech by host
2. Administrative Items
    2.1. Roll call
    2.2. Approval of agenda items
    2.3. Assignment of meeting secretary and drafting group, other duties
        - Meeting secretary (to take note)
        - Drafting group leader and members
        - Name card Collector & Address Book Revise
            - Participant List,
            - eMailling List
3. Review of follow up actions:
    - Review of resolutions and action items defined by IRG#28.
    - Report of WG2 resolutions related to IRG work
4. Members activity reports(Please submit report by Thursday 8 November, 2007 to guarantee distribution):
    - Standardization and implementation
    - Working report of member's Chief Editor
5. Discussion and work items in IRG #29
    5.1 The Status of CJK_C submission and feedback from WG2
    5.2 CJK_D work
    5.3 Old Hanzi Interest Group
6. IRG Work Planning and Future Meetings
7. Editorial/Ad hoc group Meetings
    7.1 CJK-C follow up actions
    7.2 CJK-B Source Visual Reference
    7.3 CJK-D work
    7.4 Old Hanzi
8. Other Business
9. Closing : Approve Resolutions

LOGISTICS
ISO/IEC JTC1/SC2/WG2/IRG Meeting # 29 San Jose, CA – USA Nov 12-15, 2007

MEETING PLACE
Adobe
345 Park Avenue, San Jose, CA 95110, U.S.A.
See Attached Map from Google Search(AppendixA).

The meeting will take place in the Albertus conference room located next to the lobby of the Adobe building entrance at 345 Park Avenue
Free parking will be available. Let parking attendant and security officers know that you are a participant of the IRG meeting hosted by Eric Muller at Adobe.

CONTACT PERSON AT ADOBE
Eric Muller emuller@adobe.com Phone number: 408-536 4085 During the meeting only or in case of emergency, Eric can be contacted at 650-906-8135

DIRECTION TO MEETING PLACE FROM AIRPORT
Please see Page one of the attached Adobe Customer Guide from Adobe(Appendix B) for direction to the meeting place.

HOTELS AND RESTAURANTS
Please see Page 2 of the attached Adobe Customer Guide from Adobe(Appendix B) for hotel listings.

Delegates are kindly requested to make their own hotel reservation. They can ask for the Adobe corporate rate.

MEETING REGISTRATION FORM

Kindly complete the Meeting Registration Form as indicated and fax or email back to:

Magda Danish, magda@unicode.org or Fax # +1-650-693-3010.

See attached Sample Invitation Letter from Unicode(Appendix A of IRGN1339)

Participant Information

Last Name	
First Name	
Organization	
Title	
Address	
City	
Postal Code	
Country	
Telephone	
Fax	
E-mail	

Accompanying Guests Information

	Last Name	First Name
1.		
2.		

Date: _____ Signature: _____