ISO/IEC JTC 1/SC 2
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Tel: +81 3 3431 2808; Fax: +81 3 3431 6493; Telex: 2425340 IPSJ J; email: kimura@itscj.ipsj.or.jp
*A Standard Organization accredited by JISC
1. Meeting Dates
Monday 21 September to Monday 28 September 1998

2. Meeting Venue
The meeting will be held at:

British Standards Institution (BSI)
Room 310
389 Chiswick High Road
London W4 4AL, UK

Tel: +44 (0)181 996 9000
Fax: +44 (0)181 996 7448

3. Hotels
See attached Expotel Hotel Booking Form for a list of Hotels near to BSI. Please complete the Hotel Booking Form Section and return it to:

Special Events Desk
Expotel Hotel Reservations
Kingsgate House
Kingsgate Place
London
NW6 4HG
Tel: +44 (0)171 372 2001 Fax: +44 (0)171 624 4847

The Hotel Booking form includes information on the correct underground route to take to your hotel.

4. Meeting Rooms
Two rooms have been reserved on the fourth floor (410 and 408).

5. Security
All delegates must prominently display a valid, specially encoded security pass while in the Chiswick building. The passes are available from reception and should be returned there at the end of the duration of the meeting. These passes remain the property of BSI at all times.

6. Transportation
6.1 BSI by Taxi
Black Cabs are available from Heathrow and Central London, but you are advised that at peak times, these can be expensive. Traffic congestion in Central London can be particularly heavy and so it is recommended that you use the London Underground to travel to BSI.
6.2 BSI by Train / Underground

Gunnersbury station is served by both the London Underground - District Line and British Rail North London Line. Approximate travelling times to Gunnersbury by Underground: Euston and Kings Cross - 40 minutes, Paddington - 35 minutes, Victoria - 25 minutes, Liverpool Street - 60 minutes and Marylebone - 50 minutes.

From Heathrow Airport (zone 6), take the underground - (Piccadilly Line) to Hammersmith (zone 2), and change to the District Line (Richmond Bound) to Gunnersbury Station (zone 3). (Please note when you buy a ticket on this journey - you must buy a zone 6 to zone 2. Ask at the ticket office for more details).

When travelling from Reading or any station on the Thamesline (e.g. Twyford, Maidenhead, Slough), it is possible to catch the District Line from Ealing Broadway (changing at Turnham Green) to Gunnersbury or Chiswick Park station - which is about ten minutes walk from BSI.

The North London line extends from Richmond to North Woolwich via Willesden Junction and Stratford.

6.3 BSI by Bus

There is a bus stop directly outside the Chiswick building covering the following routes:

- 237 Shepherd’s Bush Green to Sunbury Village
- 391 Fulham Broadway to Richmond
- 267 Hammersmith to Hampton Hill
- H91 Hammersmith to Hounslow

Although it does not stop directly outside the building, the nearest stop on the E3 route, (Greenford to Edensor Road, Chiswick) is less than 10 minutes walk away.

There is no direct bus route from Heathrow Airport to Chiswick, please use the underground route referred to above.

6.4 BSI by Road

Motorway

From Junction 15 of the M25 take the M4 towards Central London and exit at Junction 2. Take the 2nd exit from the roundabout. Turn right into Oxford Road North then turn left onto Wellesley Road. There is an entrance to the car park on the left hand side of this road.

Note: If the Wellesley Road entrance is closed, drive on and take the second left into Burlington Road, then left onto Chiswick High Road. The car park is 150 metres on your left. It should be noted that there is no right turn on Chiswick High Road from the West into the front entrance to BSI. (For entry through the barriers - see Car Park section below).

Central London

Take the A4 westbound leaving at Junction 1, the Chiswick Flyover. Take the 4th exit from the roundabout and follow the directions indicated above.

7. BSI Car Park

There are approximately 400 parking spaces available at Chiswick, of which 100 will be allocated to delegates and other visitors.

Spaces for drivers with disabilities are on the middle level of the west car park adjacent to the basement entrance to the building. This entrance, is for people with disabilities only and is linked to the security lodge by intercom and monitored by a security camera.

Parking spaces should be booked by individual delegates through the BSI Facilities Helpdesk on +44 (0)181-996-7777.
As a delegate you will normally gain access to the car park via the Wellesley Road entrance which is manned by a security guard from 08:00 to 10:30 and from 16:30 to 18:00 Monday to Friday. To gain access after 10:30h you will have to use the Chiswick High Road entrance. Press the intercom button on the panel at the barrier and a security guard will take your details and allow you access. You may leave via Wellesley Road and Chiswick High Road exits. *(NB - there is No Right Turn from the Chiswick High Road exit).*

### 8. Messages for delegates

Faxed messages and mailed correspondence should indicate clearly after the delegate's name that he or she is a participant in the [ISO/IEC JTC 1/SC 2 Meeting](https://www.iso.org/). Faxes should be sent via Bernadette Shine on: [+44 (0)181 996 7448](tel:+44%20(0)181%20996%207448).

There are pay telephones on the ground floor and floors 3-5 from which outgoing telephone calls may be made.

### 9. Restaurant

"Fields" sandwich bar will be open from 08:30h to 14:00h and also serving hot breakfast snacks from 08:30h to 09:30h. Lunch is served in the "Wintergarden" restaurant from 12:00h to 14:00h. Both "Fields" sandwich bar and the "Wintergarden" restaurant are located on the first floor. Drink and snack machines are available around the clock. Flasks of tea and coffee and bottles of water (still and sparkling) will also be placed in the meeting rooms in the morning and again in the afternoon.

There are also some restaurants, cafes and pubs in Chiswick High Road within reasonable walking distance of the BSI building.

### 10. General

Please read the Safety Leaflet in your committee room, as they show the location of the fire assembly points for your meeting room floor and also other information regarding evacuation of the building in an emergency.

There is travel information held at the reception desk, as well as local amenities and entertainment. There are banks, a post office and a selection of shops in Chiswick High Road within walking distance of the BSI building.

The Conference Administration Office, which is manned throughout normal hours of business, is located on the 2nd floor next to the Business Centre, the staff there, will be happy to deal with any enquiry you may have.

### 11. Contact

For general enquiries regarding the meeting venue, please contact:

Ms Bernadette Shine  
BSI  
389 Chiswick High Road  
London W4 4AL, UK

Tel: [+44 (0)181 996 7440](tel:+44%20(0)181%20996%207440)  
Fax: [+44 (0)181 996 7448](tel:+44%20(0)181%20996%207448)  
EMail: bernadette_shine@bsi.org.uk
<table>
<thead>
<tr>
<th>Hotel Name and Address</th>
<th>Victoria - District line direct to Gunnersbury. Approx 25 mins</th>
<th>Single room with bath</th>
<th>Twin room with bath</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grosvenor Thistle Hotel***</td>
<td>Buckingham Palace Road, SW1</td>
<td>£108.00††</td>
<td>£140.00††</td>
</tr>
<tr>
<td>Cophorne Tans Hotel***</td>
<td>Scarsdale Place, W8</td>
<td>£105.00</td>
<td>£160.00</td>
</tr>
<tr>
<td>Kensington Park Thistle Hotel De Vere Gardens, W8***</td>
<td>High Street Kensington - District line change at Earls Court, Approx 25 mins</td>
<td>£99.00††</td>
<td>£139.00††</td>
</tr>
<tr>
<td>Forum Hotel***</td>
<td>Gloucester Road - District line direct to Gunnersbury. Approx 25 mins</td>
<td>£99.00</td>
<td>£160.00</td>
</tr>
<tr>
<td>Hilton National Olympia***</td>
<td>Kensington (W. Kensington) - District Line direct to Gunnersbury. Approx 10-15 mins</td>
<td>£95.00</td>
<td>£167.00</td>
</tr>
<tr>
<td>Vanderbilt Hotel***</td>
<td>Cromwell Road, W7</td>
<td>£89.00</td>
<td>£135.00</td>
</tr>
<tr>
<td>Avonmore Hotel***</td>
<td>Earls Court - District line direct to Gunnersbury. Approx 25 mins</td>
<td>£82.00††</td>
<td>£98.50††</td>
</tr>
<tr>
<td>Comfort Inn Kensington***</td>
<td>West Kensington - District line direct to Gunnersbury. Approx 10-15 mins</td>
<td>£70.00††</td>
<td>£75.00††</td>
</tr>
<tr>
<td>Avonmore Hotel, W14</td>
<td>Earls Court - District line direct to Gunnersbury. Approx 10-15 mins</td>
<td>£66.00††</td>
<td>£73.75††</td>
</tr>
<tr>
<td>Amsterdam Hotel***</td>
<td>To 31.3.98: to Gunnersbury. Approx 10-15 mins</td>
<td>£62.00††</td>
<td>£68.00††</td>
</tr>
<tr>
<td>Vencourt Hotel***</td>
<td>Regent's Palace Hotel**</td>
<td>£58.00††</td>
<td>£73.00††</td>
</tr>
<tr>
<td>Kings Street, W6</td>
<td>Glasshouse Street, W1</td>
<td>£56.00††</td>
<td>£66.00††</td>
</tr>
<tr>
<td>Regent's Palace Hotel**</td>
<td>Piccadilly line to Earls Court changing to District line to Gunnersbury. Approx 40 mins</td>
<td>£48.00††</td>
<td>£66.00††</td>
</tr>
</tbody>
</table>

The above rates are inclusive of VAT at 17.5% and service charge except where indicated. Those marked † include Continental breakfast and †† English breakfast. The price shown is the cost per room not per person. Normal rates maybe subject to alteration but BSI rates are guaranteed. Das les tarifs ou dessus la T.V.A. de 17,5% est comprise. Ceux qui sont marqués †† comprennent le petit déjeuner anglais, ceux qui sont marqués † comprennent le petit déjeuner continental. Tous tarifs indiquent les prix par chambre et nes pas par personne. Les tarifs normaux risquent d'augmenter alors que les tarifs BSI sont garantis contre tout changement. Die oben genannten Zimmer preise sind inklusive 17.5% Mehrwertsteuer. Die mit †† gekennzeichneten Preise sind mit englischem Frühstück inbegriffen. Dejenigen nur † mit continentales Frühstück. Alle Preise gelten pro Zimmer. Normale Zimmer preise können sich verändern aber BSI Sonderpreise sind garantierst fest zu bleiben.

**HOW TO BOOK HOTEL ACCOMMODATION**

Please complete the hotel booking form. Send the form to Expotel Hotel Reservations at the address below. Your hotel reservation will be confirmed in writing by Expotel, who have been appointed by the British Standards Institution to handle these reservations on your behalf.

Any future amendments or cancellations should be directed to Expotel.

If you do not wish to reserve accommodation at the hotels listed, please indicate a hotel or price range of your choice.

If you make your reservation by telephone or fax, DO NOT post the booking form.

Expotel Hotel Reservations service is free.

**COMMENT RÉSERVER UNE CHAMBRE D'HÔTEL**

Veuillez remplir le formulaire de réservation et le retourner à Expotel Hotel Reservations à l'adresse ci-dessous. Votre réservation vous sera ensuite confirmée par Expotel qui a été nommé par B.S.I. pour organiser vos réservations. En cas de rectification ou d'annulation, adressez vous à Expotel.

Si vous ne désirez pas réserver les hôtels apparaissant sur la liste, veuillez indiquer un hôtel ou une échelle de prix de votre choix.

**HOTELRESERVIERUNG**


Falls die aufgeführten Hotels nicht zusagen sollen, geben Sie bitte Ihre eigne Wahl eines Hotels und die Preislage an. Sollten Sie telefonisch oder per Fax reservieren, so senden Sie bitte NICHT zusätzlich noch das Reservierungsformular. Expotel Hotel Reservierungsdienst ist vollkommen kostenlos.
Key to Hotels/Hôtels/Hotelliste

1. Grosvenor Thistle Hotel
2. Copthorne Tara Hotel
3. Kensington Park Thistle Hotel
4. Forum Hotel
5. Hilton National Olympia
6. Vanderbilt Hotel
7. BW Hogarth Hotel
8. Avonmore Hotel
9. Comfort Inn Kensington
10. Amsterdam Hotel
11. Vencourt Hotel
12. Regents Palace Hotel
13. Atlas Apollo Hotel

Hotel Booking Form/Formulaire de réservation D'Hôtels/Hotelreservierungsformular

Veuillez remplir ce formulaire en lettres majuscules et le retourner à:Füllen Sie bitte das Hotelreservierungsformular in Blockschrift aus und senden Sie es an der folgenden Adresse: Please complete this form in block capitals and return to: Expotel International Events, Kingsgate House, Kingsgate Place, London NW6 4HG. Tel: 0171-372 2001 Fax: 0171-624 4847 E-Mail: reservations@expotel.demon.co.uk

<table>
<thead>
<tr>
<th>BRITISH STANDARDS INSTITUTION</th>
<th>Confirmation to be sent to/S.V.P. confirmier ä/Bestätigung bitte an der folgenden Adresse:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of arrival/Date d'arrivée/</td>
<td>Name/Nom</td>
</tr>
<tr>
<td>Ankunft/Tag</td>
<td>1st Choice hotel/Premier choix d'hôtel/Hotel erster Wahl</td>
</tr>
<tr>
<td>Name of guest/Numéro de la Géante/</td>
<td>No. of nights/Nombre de nuits</td>
</tr>
<tr>
<td>Nom du Géante</td>
<td>Anzahl der Nächte</td>
</tr>
<tr>
<td>Title/Titre/</td>
<td></td>
</tr>
<tr>
<td>Address/Adresse</td>
<td>2nd Choice hotel/Deuxième choix d'hôtel/Hotel zweiter Wahl</td>
</tr>
<tr>
<td>Street/Impasse/</td>
<td></td>
</tr>
<tr>
<td>Nom de la Compagnie/Firma</td>
<td></td>
</tr>
<tr>
<td>Telephone/Téléphone</td>
<td></td>
</tr>
<tr>
<td>Signature/Unterschrift</td>
<td></td>
</tr>
</tbody>
</table>

In order to guarantee your accommodation please supply either a UK company address or your credit card number and expiry date./Afin de garantir votre réservation, veuillez fournir l'adresse d'un institut britannique ou le numéro de votre carte de crédit avec date d'expiration./Um die Hotelreservierung zu garantieren, geben Sie bitte die Adresse an einer englischen Firma an, oder Ihre Kreditkartennummer mit der Ablaufszeit. Event code: BSIC98