

# ISO/IEC JTC1/SC2/WG2/IRG

## Logistic information for The 36<sup>th</sup> ISO/IEC JTC 1/SC 2/WG 2/ IRG Meeting

2011 Apr. 11(Mon) ~ 15(Fri), Chongqing, China

### 1. Meeting information

NITS would like to extend a warm welcome to all delegates and guests to the 36th ISO/IEC JTC 1/SC 2/WG 2/IRG meeting in Chongqing, China.

#### 1. Meeting Host

The 36th JTC 1/SC 2/WG 2/ IRG meeting will be hosted by **China National Information Technology Standardization Technical Committee (NITS)**.

#### 2. Meeting Schedule

Monday 11th to Friday 15th April 2011

	11(Mon)	12(Tue)	13(Wed)	14(Thu)	15(Fri)
9:00 ~ 12:00	✓	✓	✓	✓	✓
13:00 ~ 18:00	✓	✓	✓	✓	✓

During the meeting, coffee and cookie will be served twice a day (morning and afternoon).

#### 3. Venue

**Chongqing Carlton Hotel**

**Add:**No.259, Keyuan 4th Road, Hi-tech Industrial. Development Zone, Chongqing, China.

**Tel:**(86 23)6806 6806 **Fax:**(86 23)6806 6666

**URL:** <http://www.cqcarltonhotel.com/>

#### 4. Host Contact

All the meeting arrangement will be coordinated by;

**Ms. HUANG Shanshan**

meeting coordinator

Tel: +86-10-84042998, Fax : +86-10-64007681

Email: [huangss@cesi.ac.cn](mailto:huangss@cesi.ac.cn) ; [huangss0409@gmail.com](mailto:huangss0409@gmail.com) .

#### 5. Social Event

Delegates and accompanying person are kindly invited to attend the social events, free of

charge

#### ◆ **Welcome Reception**

- Date: April 11(Mon), 2011

- Time: 7:00-9:00 pm

**(If you have any food restriction, please indicate it in the Annex I)**

## **6. Registration**

Delegates are kindly requested to complete the Registration Form (**Annex I**) and return it to the host contact **no later than 11 April 2011**.

A confirmation will be sent by e-mail to the participants by meeting coordinator.

### ➤ **Registration Desk**

Registration desk(Secretariat) for the meeting will be located outside the meeting room and will be opened at 8:30AM. (from Monday 11 Apr. to Friday 15 Apr.)

All participants are kindly asked to check their pre-registration status (Meeting and social events), and inform the registration desk if it is not correct.

### ➤ **Badges**

Delegates and accompanying persons will receive a badge showing their name and country represented.

All participants are requested to wear their badges during the meeting.

## **7. Secretariat**

We will open the Secretariat to offer information and to respond to your request during the SC 2/WG 2/ IRG meeting.

All participants can use computer, photocopier and etc.

## **8. Meeting room**

To support electronic working methods, each meeting room will be equipped with power outlet, beam projector, screen and Internet.

### ➤ **Computer Networking**

Each meeting room will be equipped with wireless access (**Wireless LAN, supporting IEEE802.11b**) to the Internet. And to make use of these facilities, you need to bring your own Wireless LAN Card.

## **9. Accommodation (Chongqing Carlton Hotel 重庆南方君临酒店)**

Special arrangements have been made with **Chongqing Carlton Hotel** to accommodate delegates and their accompanying persons of JTC1/SC 2/WG 2/ IRG meeting.

**ROOM RATE: Tax and service charge are included**

ROOM TYPE	Special rate (RMB)
Double(including 2 breakfast)	460 RMB
Twin(including 2 breakfast)	440 RMB

※ Exchange rate(the basic date: Dec 28, 2010) USD 1  $\div$  6.63 RMB

**Please send the reservation form (Annex II) to meeting coordinator via the following fax or e-mail no later than 11 March 2011.**

**Ms. HUANG Shanshan**

meeting coordinator

Tel: +86-10-84042998, Fax : +86-10-64007681

Email: [huangss@cesi.ac.cn](mailto:huangss@cesi.ac.cn); [huangss0409@gmail.com](mailto:huangss0409@gmail.com)

Please note that accommodation cannot be guaranteed as special rate for registration after **11 March 2011** on a first come, first served basis.

### 10) Additional Hotel Information

If a delegate would prefer to lodge at different hotels, the following is a listing of hotels near the meeting venue;

Hotel	Address/ Telephone number	website	Rate (per night)	Notes
Chong South Garden Hotel  重庆南方花园 酒店	193-195 Fourth Keyuan Road (Keyuan Si Lu), Nanfang Huayuan, Chongqing, China.  Tel: (86 23)68521111	<a href="http://hotels.english.ctrip.com/Domestic/ShowHotelInfo.aspx?Hotel=25286">http://hotels.english.ctrip.com/Domestic/ShowHotelInfo.aspx?Hotel=25286</a>	Single or Twin 190RMB	a 10 minute walk away From Meeting place  <b><u>Tax and Breakfast all Included</u></b>
Fuli Hotel  重庆富丽大酒 店	33 Shiyang Road (Shiyang Lu)  Tel: (86 23)68199999	<a href="http://hotels.english.ctrip.com/Domestic/ShowHotelInfo.aspx?Hotel=20244">http://hotels.english.ctrip.com/Domestic/ShowHotelInfo.aspx?Hotel=20244</a>	Single or Twin 224RMB	a 10 minute walk away From Meeting place  <b><u>Tax and Breakfast all Included</u></b>

## 2. General information

### 1. Transportation (in Chongqing)

About 20 minutes-drive from Jiangbei intel' airport, 40 minutes-drive from Chongqing Railway Station.

### 2. Meeting facilities

#### 1) Office

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

#### 2) Computer Networking

Each meeting room will be equipped with wireless access (Wireless LAN) to the Internet and to make use of these facilities, you need to bring your own Wireless LAN Card.

### 3. 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 Chinese Embassy or Consulate.

If you need an invitation letter for visa, please send the following information to meeting coordinator by e-mail ([huangss@cesi.ac.cn](mailto:huangss@cesi.ac.cn); [huangss0409@gmail.com](mailto:huangss0409@gmail.com)) 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

### 4. Weather

Chongqing in April is a spring weather. Average temperature is 16~22°C

### 5. Currency and Credit Cards

The unit of Chinese currency is *RMB(Yuan)*. Coin denominations are 1 *cent*, 2 cent, 5 cent, 1 *Jiao*, 5 *Jiao*, 1 *Yuan*. Bank notes are 1 *Jiao*, 5 *Jiao*, 1 *Yuan*, 5 *Yuan*, 10 *Yuan*, 20 *Yuan*, 50 *Yuan*, 100 *Yuan*.

Foreign currency and traveler's check can be converted into Chinese RMB at foreign exchange banks and other authorized money exchangers. The exchange rate is subject to market fluctuations. One U.S dollar was equivalent to about 6.63RMB (Chinese Yuan) as of Dec 28, 2010.

Credit cards, including VISA and Master Card, are accepted at major hotels, department stores, and restaurants.

# REGISTRATION FORM

JTC1/SC2/WG2/IRG Meeting  
11-15 April 2011 Chongqing, China

Delegates attending the meeting are requested to complete this form and to send it to the Host Contact at the following address by fax or **e-mail** no later than 11<sup>th</sup> March. 2011.

TO: Ms. HUANG Shanshan

NITS (Fax +86-10-6400-7681 / Email: [huangss@cesi.ac.cn](mailto:huangss@cesi.ac.cn);  
[huangss0409@gmail.com](mailto:huangss0409@gmail.com) )

Please fill out this form with **BLOCK LETTERS**

<b>FIRST NAME</b>		<b>FAMILY NAME</b>	
Please indicate with an "x", the appropriate selection.			
Prof. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>
<b>ORGANIZATION:</b>			
<b>OFFICE ADDRESS:</b>			
<b>COUNTRY:</b>			
Tel: <input type="text"/>	Fax: <input type="text"/>	E-mail: <input type="text"/>	
<b>SOCIAL EVENT</b>			
Banquet : Participant Number                      (with accompanying person                      )			
Do you have any "Food Restriction"?    Yes : <input type="checkbox"/> No : <input type="checkbox"/>			
<b>INFORMATION - Accompanying person/guest</b>			
Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	<b>FIRST NAME</b>	<b>LAST NAME</b>
<b>Accommodation Information:</b> Accommodation during your stay in Chongqing, China.			
<b>Hotel Name:</b>	Chongqing Carlton Hotel <input type="checkbox"/> Others: <input type="text"/>		
<b>Arrival Date:</b>	<input type="text"/>	<b>Departure Date:</b>	<input type="text"/>

# HOTEL RESERVATION FORM

The 36<sup>th</sup> JTC1/SC 2/WG 2/ IRG Meeting  
11 ~ 15 April 2011, Chongqing, China

*PLEASE COMPLETE IN CAPITAL LETTERS*

## Personal Information

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	First Name	Family Name
Address				
Company		E-mail		
Tel		Fax		
Check in Date & Time		Check out Date & Time		
Card Type		Card Hold's Name		
Card No.				
Exp. Date		(mm/yy)		

## Room Requirement

Room type (including breakfast)	Double <input type="checkbox"/>	<b>460RMB</b>	* Service charge, tax is included / Breakfast will be added per person
	Twin <input type="checkbox"/>	<b>440RMB</b>	
Special Requests			

The rooms can be cancelled up to 48 hrs before arrival. After this time a cancellation charge added.

\* Exchange rate : USD1 = RMB 6.63(As of DEC 2010)

If you wish to take advantage of this special rate, Please return this page **by March 11, 2011** to: [huangss@cesi.ac.cn](mailto:huangss@cesi.ac.cn); [huangss0409@gmail.com](mailto:huangss0409@gmail.com) )

(After that date, the Chongqing Carlton Hotel will not be able to guarantee availability, and reservations will be made upon room and rate availability.)