

ISO/IEC JTC 1/SC 2
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Title: Logistic Information and Draft Agenda for ISO/IEC JTC 1/SC 2/WG 2 Small Seal Script Ad hoc Meeting

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Email of secretary: kimura@itscj.ipsj.or.jp

Committee URL: <http://isotc.iso.org/livelink/livelink/open/jtc1sc2>

LOGISTICAL INFORMATION

SMALL SEAL SCRIPT AD HOC MEETING

28TH THROUGH 30TH AUGUST 2017 TAIPEI, TAIWAN

■ Meeting Host

BSMI/ CMEX (on behalf of TCA) is pleased to host the Small Seal Script ad hoc Meeting in Taipei, Taiwan. If you have any question, please don't hesitate to inform us.

■ MEETING LOCATION

The meeting will be held at Tatung University. It locates close to the Grand Hotel, The plenary meeting will be at room 105 of Shan-Chih Hall of the University.

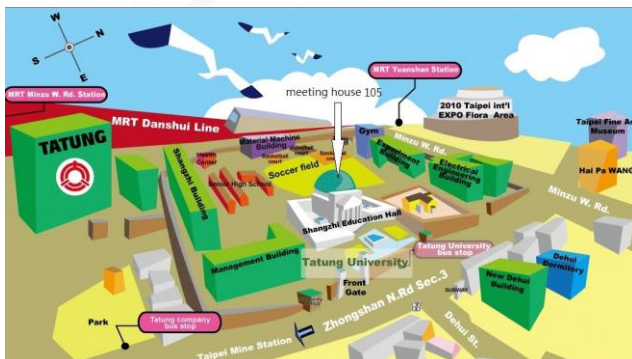
The weather will be hot and humid (some 27~35 °C) in Taipei in August

Information of Tatung University

Address: No.40, Sec. 3, Zhongshan N. Rd., Taipei City 104, Taiwan (R.O.C.)

Tel: +886-2-2598-7557

The map to the venue is as below (Website: <https://www.google.com.tw/maps/place/大同大學/@25.0668881,121.5200545,17z/data=!3m1!4b1!4m5!3m4!1s0x3442a94599096c2b:0x31dc3abfd9101444!8m2!3d25.0668881!4d121.5222432?hl=zh-TW>)



Recommended access to Tatung University is by MRT Red line and Orange line. It is about eight minutes' walk from Yuanshan Station(R14) to the venue. Or access to Tatung University by MRT Orange line. It is about ten minutes' walk from Minquan West Road Station (O11) to The Meeting places.

■ Registration

Participants are kindly requested to complete the Registration Form (Annex I) and return it to the host contact no later than 31 July 2017. A confirmation will be sent by e-mail to the participants by host contact. All the meeting arrangement will be coordinated by the following host contact; Selena Wei
selena@cmex.org.tw

■ Hotel Information

Participants are expected to make their own hotel arrangement and the list of recommended hotels located near the venue is as below.

	Name & Address	Phone/ Website	Price per day		Breakfast
			Type	Rate (NTW)	
1	Riviera Taipei Hotel rivbook@rivierataipei.com	886 -2-2585 -3258	Standard(twin)	3,800	not included
				4,600	includ
			Deluxe (twin)	7,410	includ
2	Imperial Hotel Taipei taipei@imperialhotel.com.tw	886 -2 -2596 -5111	Standard(twin)	3,600	not included
			Deluxe(twin)	4,300	includ

. * Note: By walk to the meeting place, takes about 5 minutes.

* All reservation must be processed through the hotel website. Any changes or cancelation to the reservation should be made to the hotel directly.

■ Transportation from the airport to the venue

● Arriving at Taoyuan International Airport (桃園機場) to Taipei

1. It takes 60 to 70 minutes from **Taoyuan** International Airport to the hotels above by the shuttle bus.
2. Take Taoyuan International Airport MRT to Taipei Railway Station. Then transfer MRT Red Line to Yuanshan station.
3. Take Guoguang Bus (國光汽車客運) to Taipei Railway Station. Then take MRT Red Line to Yuanshan station.

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- Arriving at Taipei Songshan Airport(松山機場) to the hotels above

It takes 15 to 20 minutes from the Airport to the hotels above by the TAXI.

■ PASSPORT, VISA and VACCINATION

It is advised that you should check regulations regarding passport, visa and vaccination to come to Taiwan with your travel agency. If you need a visa, you should note how long you need to obtain it. If you need any document such as an invitation letter, please contact the host as soon as possible.

If you need an invitation letter for visa, the following information is required to be submitted to the host contact by 31 JULY 2017 by e-mail at selena@cmex.org.tw (Subject: Details for Visa).

- Name / Nationality / 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

■ Visa Support:

Selena Wei

selena@cmex.org.tw

TEL: + 886 (2) 25987557 #111 + 886-953-352170

Fax: + 886 (2) 2598-7559

■ Logistics, Meeting Information and others:

Selena Wei

Selena@cmex.org.tw

■ Wireless LAN & Electricity:

The meeting will be paperless and WLAN will be provided. Please make sure you have AC adapters for 110V/60Hz.. AC converters will not be provided at the meeting.

■ Currency and Credit Cards

Exchange rate: about NT \$30.5 for US \$ 1.0

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Major currencies and traveler's checks can be exchanged into TW dollars at the airport, and at all banks. Credit cards, e.g. VISA, MasterCard, American Express, and Diners Club, are all widely accepted.

■ Meeting Tentative Agenda

1. Opening remarks by the host and VIPs
2. Administrative Items
 - 2.1. Roll call
 - 2.2. Assignment of meeting secretary and other duties
 - Meeting secretary:
 - Name card Collector & Address Book Revise:
3. Discussion and work items in ad hoc meeting
 - 3.1 The encoding of Small Seal Script.
 - 3.2 How should duplicate glyphs be handled in a standard encoding?
 - 3.3 Compatibility with existing reference and research implementations.
4. Other Business
5. Closing

Meeting Schedule: Tentative

	Monday(28)	Tuesday(29)	Wed.(30)
AM	meeting begins at 10:00	meeting begins at 9:00	meeting begins at 9:00 Preparation of editorial documents Drafting of resolution
PM	meeting begins at 1:30	meeting begins at 1:30	Plenary: close of meeting
Ev.		Banquet begins at 6:30	

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ANNEX I

REGISTRATION FORM

JTC 1/SC 2/WG 2 Small Seal Script ad hoc meeting
28TH THROUGH 30TH AUGUST 2017 TAIPEI, TAIWAN

Participants attending the meeting are required to complete this form and send it to the host contact at the following address by **e-mail** no later than **31 July 2017**.

To: Selena Wei

Email: selena@cmex.org.tw

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

FIRST NAME		FAMILY NAME	
Please indicate with an "x", the appropriate selection.			
Prof. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>
ORGANIZATION			
OFFICE ADDRESS			
COUNTRY/REGION			
Tel		Fax:	
		E-mail:	
Banquet (2017-8-29) : Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you have any "Food Allergies"? Yes : <input type="checkbox"/> No : <input type="checkbox"/>			
(if you have any food allergies, please indicate it in detail)			
()			
Accommodation Information.			
Hotel Name:			
Arrival Date:		Departure Date:	