

ISO/IEC JTC 1/SC 17
Cards and personal identification
Secretariat: BSI (United Kingdom)

Document type: Logistical Information for Meeting

Title: SC17 Plenary - Logistic information - Songdo, Korea - 26 Sept -7 October 2011

Status: **Registration** to be returned no later than **31 August 2011** to Eunsoo Kim eunsook@kats.go.kr and Kathy Ryan sc17secretariat@ukpayment.org.uk
Songdo Bridge Hotel - special rate cut-off date **31 August 2011** - to be sure of a room please book early

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Email of secretary: chris.starr@ukpayments.org.uk

Committee URL: <http://isotc.iso.org/livelink/livelink/open/jtc1sc17>



K A T S

Korean Agency for Technology and Standards
Ministry of Knowledge Economy

Logistic information for **ISO/IEC JTC 1/SC 17 “Cards and personal identification”** ***September 26~October 7, 2011, Incheon, Rep. of Korea***

1. Meeting Host

The ISO/IEC JTC 1/SC 17 “Cards and personal identification” Plenary and WGs meeting will be hosted by the **Korean Agency for Technology and Standards (KATS)**, which is the Korean Member Body of ISO and IEC.

2. Meeting Dates

The meeting will be scheduled as following: September 26(Mon) ~ October 7(Fri), 2011

- SC 17 Plenary: Oct. 05(Wed) Afternoon ~ Oct. 7(Fri) Morning
- WG 1: Oct. 03(Mon) ~ Oct. 5(Wed) Morning
- WG 3: Oct. 03(Mon) ~ Oct. 5(Wed) Morning
- WG 4: Sep. 26(Mon) ~ 30(Fri)
- WG 8 & TF 2: Sep. 26(Mon) ~ 30(Fri)
- WG 10 & TF 5: Sep. 30(Fri) ~ Oct. 5(Wed) Morning
- WG 11: Oct. 03(Mon) ~ Oct. 04(Tue)

3. Venue

The venue for the meeting is:

Songdo bridge Hotel

10-2, Songdo_dong Yeonsu-gu, Incheon, Korea

TEL : +82-32-210-3000 | FAX : +82-32-210-3300

E-MAIL : info@songdobridgehotel.com

<http://www.songdobridgehotel.com>

All meeting rooms are equipped with free **Wi-Fi access**.

4. Host Contact

The meeting arrangement will be coordinated by:

Ms. Eunsook Kim

Tel: +82 2 509 7263/4

Fax: +82 2 509 7068

Email: eunsook@kats.go.kr

5. Registration

Experts are kindly requested to complete the Registration Form (**Annex II**) and return it to the host contact **no later than 31 August 2011**.

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

6. Social Event

All SC 17 meeting participants are kindly invited to the following social events.

- Welcome reception: September 28(Wed), 2011 Evening
- Welcome Dinner: October 5(Wed), 2011 Evening

Detailed information will be provided during the meeting.

7. Accommodation (at meeting venue)



Special arrangements have been made with the **Songdo Bridge Hotel** to delegates for the JTC 1/SC 17 meeting. You can use internet in free of charge in your room.

Please make your reservation by yourself at Songdo Bridge Hotel via the following e-mail address or fax no later than **31 August 2011** with the **Hotel Reservation Form (Annex III)** remarked as the **ISO/IEC JTC 1/SC 17 Plenary and WGs Meeting** for special rate.

Nearby hotels is listed in Annex I.

>> Contact Point for the Songdo Bridge Hotel <<

TEL: +82-32-210-3000 | FAX: +82-32-210-3300
E-MAIL: info@songdobridgehotel.com

Room rate (Included service charge, Tax and Breakfast)

ROOM TYPE	Room Rate	Available
Standard (Single)	KRW 126,500	Internet
Family Twin	KRW 143,000	Internet

† As of May 27, 2011, USD 1.00 = 1,110 Won (KRW)

(NOTICE) Please keep in mind that the Korea National Member Body will not bear any financial responsibility in connection with your stay and accommodation.

8. Transportation (From Incheon Int' Airport to Songdo Bridge Hotel)

➤ By subway:

- Incheon Int' Airport (Airport Railroad) → Gyeong Station (Transfer to Incheon Subway Line 1)
→ Incheon Univ. Station Exit2 (Arrival)

➤ By Airport limousine bus: (Recommended)

No.	Bus Type	Bus Info.	Stop No.
#303	Limousine	Fare: 2,500KW, interval: 25min	4B, 11A

Please get off at **Songdo convensia**.



9. General Information

1) 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 Korean Embassy or Consulate as well as the following website:

http://www.hikorea.go.kr/pt/InfoDetailR_en.pt?categoryId=2&parentId=385&catSeq=401&showMenuId=375

If you need an invitation letter for visa, please send the following information to Ms. Eunsook Kim (eunsook@ats.go.kr) with registration form and letter approved your National body as delegate.

- Name
- Sex: Male or Female
- **Nationality:**
- Date of birth (dd-mm-yyyy)
- Passport No. & Date of Expiry (dd-mm-yyyy)
- Company / Organization
- Your Designation / Title
- Address
- Tel/Fax
- E-mail

2) Currency and Credit Cards

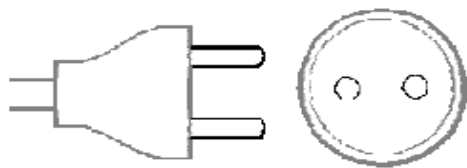
The unit of Korean currency is **Won (KRW)**. Coin denominations are 10 *won*, 50 *won*, 100 *won* and 500 *won*. Bank notes are 1,000 *won*, 5,000 *won*, 10,000 *won* and 50,000 *won*. Bank checks are circulated in denominations of 100,000 *won* and over.

Foreign currency and traveler's check can be converted into Korean won 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 1100 won as of May 2011.

Credit cards, including VISA, American Express, Diner's Club, Master Card and JCB, are accepted at major hotels, department stores, and restaurants.

3) Using Electric Appliances in Korea

The standard voltage in Korea is **220 volts AC, 60 Hz** with a **round two-pin plug (same as in Germany or France)**. Always check the power supply before using your equipment.



4) Sightseeing & Attractions

For any information on sightseeing of Korea, please visit the following homepage.

Korea Tourism Organization: <http://www.visitkorea.or.kr/intro.html>

Incheon city: <http://www.incheon.go.kr/icweb/html/web39/039.html>

Incheon Tour: <http://www.incheon.go.kr/icweb/html/web39/039003003001.html>Interactive

Incheon Metro: <http://www.incheonmetro.co.kr/eng/map/incheon.asp>

Seoul Map: <http://gis.seoul.go.kr/SeoulGis/EnglishMap.html>

Insadong (Traditional Korea): <http://en.wikipedia.org/wiki/Insadong>

Visit Seoul - Seoul information: <http://www.visitseoul.net/>

Art Museums at Seoul: http://en.wikipedia.org/wiki/List_of_museums_in_Seoul

Seoul Attractions - Seoul City

Guide: <http://www.wordtravels.com/Cities/South+Korea/Seoul/Attractions>

5) Useful Links

Inchon International Airport: <http://www.airport.or.kr/Eng/home.jsp>

KOREAN Airline: <http://www.koreanair.com/>

Seoul Metro: <http://www.seoulmetro.co.kr/eng/>

Metro Map: <http://www.seoulsubway.co.kr/station/eng/linemap.action>

Nearby HOTEL List

The following hotels are located close to the meeting location. There are many hotels in Songdo at a range of prices. Please make your own selection and arrangement.

Class	Hotel	Distance	contact	Room Rate (USD)
Super deluxe ★★★★★	Sheraton Incheon Hotel	Walking distance Within 10 minutes	www.sheratonincheon.co.kr Tel: + 82 32 835 1000 Fax: +82 32 835 1001	170~200
	Hyatt Regency Incheon Hotel	20 minutes by car	www.hyattregencyincheon.co.kr Tel. +82-32-745-1234 Fax. +82-32-745-1010	
Deluxe ★★★★	Best Western Premier Songdo Park Hotel	Walking distance Within 3 minutes	www.airporthotel.co.kr Tel. +82-32-743-1000 Fax. +82-32-743-1004	85~130
	Ramada Songdo Hotel	10 minutes by car	www.ramada-songdo.co.kr Tel. +82-32-832-2000 Fax. +82-32-832-1325	
	Paradise Incheon Hotel	30 minutes by car	www.paradiseincheon.co.kr Tel: +82-32-762-5181 Fax. +82-32-763-5281	
	Harbor Park Hotel	30 minutes by car	www.harborparkhotel.com Tel. +82-32-770-9500 Fax. +82-32-770-9500	
	Incheon Royal Hotel	20 minutes by car	www.royalhotel.co.kr Tel. +82-32-421-3300 Fax. +82-32-421-0473	
1st Class ★★★	Other 12 hotels	within 30 minutes by car		60~100

(Notice) The price information in above is just for your reference and it could be changed due to any reason.

REGISTRATION FORM

ISO/IEC JTC 1/SC 17 Plenary and WGs Meeting

September 26 ~ October 7, 2011, Songdo, Republic of Korea

Delegates attending the meeting are requested to complete this form and to send it to the Host Contact and SC17 Secretariat by fax or e-mail no later than **August 31, 2011**.

To: Ms. Eunsook Kim, Meeting Host (Fax +82 2 509 7068, email: eunsook@kats.go.kr)

Mr. Chris Starr, Secretariat of JTC1/SC 17 (Fax: +44 (0)20 7488 4566, email:

sc17secretariat@ukpayments.org.uk)

Participant Information			
Title	Professor <input type="checkbox"/>	Dr. <input type="checkbox"/>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>
First Name			Last Name
Email address			Telephone No.
Country			Fax No.
Organization			
Office Address			
Representative	National Body <input type="checkbox"/>	TC/SC Officer <input type="checkbox"/>	Liaison <input type="checkbox"/>
Wish to attend	SC 17 Plenary <input type="checkbox"/>	WG 1 <input type="checkbox"/>	WG 3 <input type="checkbox"/> WG 4 <input type="checkbox"/>
	WG 8 & TF 2 <input type="checkbox"/>	WG 10 & TF 5 <input type="checkbox"/>	WG 11 <input type="checkbox"/>
	Welcome Reception(Sep. 28) <input type="checkbox"/>		Welcome Dinner(Oct. 5) <input type="checkbox"/>
Accommodation Information			
Hotel Name:	Songdo Bridge Hotel: <input type="checkbox"/> Others: <input type="checkbox"/> (Name of hotel: _____)		
Arrival Date:			Departure Date:
Special Requirements (if any):			

Hotel Reservation Form

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Please send it to **Songdo Bridge Hotel** via the following fax or **e-mail (preferable)** no later than **August 31 2011**:

TEL : +82-32-210-3000 | FAX : +82-32-210-3300

E-MAIL : info@songdobridgehotel.com

(NOTICE) It is possible that the room may be fully-booked without notice from the hotel. Please make sure about your booking early.

Title & Name	
Country	
E-mail	
Check In Date / Time	
Check Out Date / Time	
Room Type	<input type="checkbox"/> Single (1 Person): KRW 126,500 <input type="checkbox"/> Twin: KRW 143,000 ※ Room rate (Included service charge, Tax and Breakfast)
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card Credit Card no./Brand: _____ Expire Date: _____
Contact Telephone No.	
Contact FAX No.	
Notice	<u>Cut Off Date: 31 August 2011</u> <u>Cancellation Policy</u> No-show: 1 Night Rate Cancellation in Two-day advance: 10% Cancellation Fee