Welcome to the 49th ISO/TC 211 meetings week in Omiya, Japan, Dec. 9-12, 2019.

1. Meeting Host

The ISO/TC211 National Committee of Japan

2. Meeting Venue

OMIYA Sonic City (Sonic City Building)
Access: 3 min. walk from the west exit of Omiya station, following the elevated walkway.
Address: 1-7-5 Sakuragi-cho, Omiya-ku, Saitama-shi, Saitama, Japan
URL: https://www.sonic-city.or.jp/

Our WG meeting rooms are located on the 8th floor. The location of the plenary meeting room, which is also in the same building, will be provided at registration.

3. Contacts

Japanese Secretariat: Mr. Masaharu Tsuzawa,
(Association of Precise Survey and Applied Technology (APA))
E-mail: gi-std@sokugikyo.or.jp or tsuzawam@sokugikyo.or.jp
Tel: +81 3 3362 6840 Fax: +81 3 3362 6841
Mobile: +81 90 5005 1183 (For emergency contact during the meeting week) skg_office@sokugikyo.or.jp

4. Location map

[Location map image]
5. Transportation

Travel from Tokyo Narita International Airport (NRT) to Omiya Station:

(1) "ON Liner" Express Bus:
The fare is JPY 2,800, and the frequency of service is once per hour. The destination is ‘Omiya station’.
When using this bus from Narita Airport, there are no advance reservations, so you need to purchase a ticket at a ticket counter or the bus ticket vending machine located in each terminal. You can also make a return trip reservation for the bus bound for Narita Airport on the Internet using the search conditions:
"From Saitama to Narita Airport, Chiba Area."

Booking site: https://japanbusonline.com/en

(2) JR* Express Train + JR Local train:
The fare is around JPY 3,000. The “JR (Japan Railway) Narita Express” operates about 2 trains per hour and the “JR Ueno Tokyo Line” and “JR Keihin Tohoku Line” trains operate every 10 minutes. If you use the “JR Narita Express”, you must transfer at Tokyo Station, but you do not leave the JR area of the station. After transfer at Tokyo Station, you can go to Omiya Station by “JR Keihin Tohoku Line” on Platform three or “JR Ueno Tokyo Line” on Platform seven. In case of “JR Keihin Tohoku Line”, it is a train bound for Omiya. In case of “JR Ueno Tokyo Line”, you need to take a train bound for Takasaki, Utsunomiya, Koganei, Kagohara or Koga. The fare is the same for both, but the time required is different. “JR Ueno Tokyo Line” takes 35 minutes and the “JR Keihin Tohoku Line” takes 45 minutes to Omiya.
JR web site: https://www.jreast.co.jp/e/

(3) Keisei Express Train + JR Local Train:
The fare is around JPY 3,000. The “Keisei Skyliner” operates about 2 trains per hour and the “JR Ueno Tokyo Line” trains operate every 10 minutes. If you use the “Keisei Skyliner” you must transfer at Ueno Station, and you will need to purchase another ticket for JR and pass through the ticket gate between the Keisei and JR areas of the station. After transfer at Ueno Station, you need to take a train bound for Takasaki, Utsunomiya, Koganei, Kagohara or Koga on the “JR Ueno Tokyo Line”.
Keisei Line web site: https://www.keisei.co.jp/keisei/tetudou/skyliner/us/

Travel from Tokyo Haneda International Airport (HND) to Omiya Station:

(4) Airport Limousine Bus:
The fare is JPY 1,540, and the frequency of service is once per hour. When using the Airport Limousine Bus from Haneda Airport, there are no advance reservations, so you need to purchase the ticket at Arrival Hall
ticketing counter or the bus ticket vending machine. You can make a reservation for the bus bound for Haneda Airport on the Internet, using the search condition: "From Saitama to Haneda Airport, Tokyo Area." Bus Company Site: https://www.limousinebus.co.jp/en/areas/detail/hnd/omiya/dep Alternate Booking Site: https://japanbusonline.com/en

(5) Keikyu Line Train + JR Local Train:
The fare is around JPY1,000. The “Keikyu Line”, “JR Ueno Tokyo Line” and “JR Keihin Tohoku Line” trains are operated every 10 minutes. The “Keikyu Line” has several destinations, but you must take a through Shinagawa Station. Below is a list of destinations to the “Keikyu Line”. If you use the “Keikyu Line” you must transfer at Shinagawa Station, purchase another ticket for the JR train, and pass through the ticket gate between the Keikyu and JR sections of the station. After transfer at Shinagawa Station, you can go to Omiya Station by “JR Keihin Tohoku Line” on Platform three or “JR Ueno Tokyo Line” on Platform six. The destination of the train you should take is the same as (2). (https://www.jreast.co.jp/e/)

Correct destinations for the “Keikyu Line” are: Imba-nihon-idai, Aoto, Shinagawa, Sengakuji, Narita Airport, Inzaimakihara, Keisei-Takasago, Oshiage, Shibayama-Chiyoda

(6) Tokyo Monorail Line + JR Local Train:
The fare is around JPY1,000. The “Tokyo Monorail” trains operate every 5 minutes and the “JR Keihin Tohoku Line” trains operate every 10 minutes. If you use the “Tokyo Monorail” you must transfer at Hamamatsucho Station, and you will need to exit the monorail station through the ticket gate into the JR station with purchasing another ticket for the JR train. After transfer at Hamamatsucho Station, you need to take a train bound for Omiya on the “JR Ueno Tokyo Line”. (http://www.tokyo-monorail.co.jp/english/)

Travel from Tokyo station to Omiya Station (by train):
(7) JR Local Train
The fare is JPY 550 by the “JR Ueno Tokyo Line” trains. You must take the train of platform three or seven at Tokyo Station. The train is the same as indicated in (2) and will take approximately 35 minutes.

6. Accommodations
We have arranged blocks of rooms in several hotels around the venue and can accept your reservation from this website. https://www.sokugikyo.or.jp/isojis/accommodation/ (Accessible from September 16)
Email contact for accommodations: skg_tc211_49th@sokugikyo.or.jp

Please note that each hotel has a limited number of rooms. All prices include breakfast. You may pay by credit card or bank transfer. Please let us know if you need to stay on dates other than those shown in the table. The deadline for reserving rooms through the web site above is November 8.

<table>
<thead>
<tr>
<th>MAP</th>
<th>HOTEL</th>
<th>PERIOD</th>
<th>ROOM TYPE</th>
<th>PRICE(JPY) (Tax included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PALACE HOTEL OMIIYA (パレスホテル 大宮)</td>
<td>12/8-12</td>
<td>SINGLE ROOM</td>
<td>17,600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DOUBLE ROOM</td>
<td>21,700</td>
</tr>
<tr>
<td>B</td>
<td>CANDEO HOTELS OMIIYA (カンデオホテルズ大宮)</td>
<td>12/7</td>
<td>SINGLE ROOM</td>
<td>21,800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/8-12</td>
<td>SINGLE ROOM</td>
<td>17,400</td>
</tr>
<tr>
<td>C</td>
<td>PIOLAND HOTEL (パイオランドホテル)</td>
<td>12/8-12</td>
<td>SINGLE ROOM</td>
<td>9,500</td>
</tr>
<tr>
<td>D</td>
<td>MARROAD INN OMIIYA (マロードイン大宮)</td>
<td>12/8-12</td>
<td>SINGLE ROOM</td>
<td>10,000</td>
</tr>
<tr>
<td>E</td>
<td>HOTEL METROPOLITAN SAITAMA-SHINTOSHIN (ホテルメトロポリタンさいたま新都心)</td>
<td>12/8-12</td>
<td>SINGLE ROOM</td>
<td>14,400</td>
</tr>
</tbody>
</table>

MAP
HOTEL
PERIOD
ROOM TYPE
PRICE(JPY) (Tax included)
Map 1: Around Omiya Station/Sonic City (walking distance to the meeting venue)

Map 2: Around Saitama-Shintoshin Station (you will need to ride the train then walk to the meeting venue)

Note: All transportation costs are the responsibility of the delegate.

Note: Other hotels may be available through online booking sites. We cannot help you when you make reservations through other sites. Some cheaper hotels are not suitable for business stays.
7. Visas and Invitation Letters
As there are various visa requirements for different travellers and we cannot provide assistance in all of the unique conditions. Please visit (https://www.mofa.go.jp/j_info/visit/visa/index.html) to learn more about visa exemptions, application procedures, and to find the nearest Japanese embassy or consulate. Unfortunately, we can make no guarantee about the outcome of your visa application, that is why we suggest you begin these procedures as soon as possible. Please contact the local host (skg_tc211_49th@sokugikyo.or.jp) as soon as possible so we can prepare an invitation letter so you can request your visa. For those needing visas, this process should begin at least 60 days before your intended travel to Japan.

8. Social Events
   
   Opening Reception  
   Date: Monday, December 9, 2019, at 18:30  
   Price: Free  
   Location: TKP Garden City PREMIUM Omiya  
   Address: 4-333-13 Sakuragi-cho, Omiya-ku, Saitama-shi, Saitama, Japan  
   Access: 5 min. walk from the Omiya Sonic City  
   
   Gala Dinner  
   Date: Wednesday, December 11, 2019, at 18:30  
   Price: JPY 7000 – Payable by credit card or bank transfer in advance, or cash onsite at meeting registration. (Payment information will be provided after you register on the ISO/TC 211 meeting portal.)  
   Location: THE ROYAL DYNASTY  
   Address: 1-61 Azuma-cho, Omiya-ku, Saitama-shi, Saitama, Japan  
   Access: 10 min. walk from the east exit of Omiya station  
   We will arrange a shuttle bus and taxis to the venue (Free)  
   NOTE: for those with dietary restrictions, please notify the local host (skg_tc211_49th@sokugikyo.or.jp) by Nov 10th, 2019. We will try and accommodate your needs but cannot make any guarantees.

9. Time zones  
Japan standard time zone: UTC/GMT +9 hours and there is no daylight savings time therefore it will become dark quickly in the late afternoon.

10. Climate  
December is the beginning of winter in Japan. In the area of the venue, the daily high temperatures are around 12C (54F), with night-time low temperatures decreasing to around 1C (34F). Most days in December, are sunny.
11. Currency and Credit cards
The unit of Japanese currency is the yen (JPY). Coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bills in denominations of 1,000, 2,000, 5,000 and 10,000 yen. Use of foreign currency is not accepted, except for certain Duty-Free stores. Travellers cheques can be difficult to use and are not recommended. You can exchange foreign currency for Japanese yen at banks and shops designated as "authorized money changers." Exchange rates at hotels may not be competitive or practical. Arriving in Japan without Japanese money should not present problems as foreign currency can be exchanged for yen at banks in the arrival lobbies of the Narita or Haneda Airports. ATM machines are also available at the airport and most banks. International credit/debit cards can be used in most places but it is best to ask first.

12. Business Hours
Normal banking hours are from 9:00 to 15:00 hrs Monday to Friday. Post office business hours are from 9:00 to 17:00 hrs Monday to Friday. Shops are generally open from 10:00 to 19:00. Restaurants stay open until 22:00. Some 24 hour family restaurants are also located in Saitama-city. Most convenience stores are also open 24 hours.

13. Electric Supply
Electric power source of Japan is AC 50Hz/100V. Please be careful that the Voltage is different from Central Europe (220V), North America (110V), and most other regions of the world. The outlet of Type A is generally used. Type B, (plugs which have a ground pin) will require an adapter to negate the ground. You are advised to bring a plug adapter.

14. Tipping and service charges
It is not necessary to tip for service in Japan; however in some cases there is a service charge automatically added in for hotel accommodations and meals in some special restaurants.

15. Taxes
All commodities and services that you purchase in Japan will be charged 10% consumption tax. In most cases, list prices include the tax.

16. Smoking
Many buildings, public areas and even certain wards of the city are designated as Non-Smoking areas. However some restaurants, bars and Japanese cafes still allow smoking. Please observe all instructions and find a designated smoking area if needed.

17. Telephones
Payphones nowadays are less prevalent due to the ubiquity of mobile phones. There should be no difficulty using your mobile phone in Japan under typical roaming conditions. In addition, phone and pocket-wifi modem rental services are also available at major airports.

18. Public Wi-Fi services
There are some free Wi-Fi access points in the city.
https://japanfreewifi.jnto.go.jp/guest/lang_eng.html

19. Language
You can communicate in English at hotels, stations and formal restaurants, but you may not be able to communicate in convenience stores and supermarkets. In many restaurants, English menus are available, so there should be minimal problems when ordering food.
Emergency related information:

Police: 110

Fire & Ambulance: 119 Fire Dept.

(Free of charge calls with English speaking operators on duty 24 hours a day)

Medical Assistance: #7119 or 03-3212-2323 or 048-824-4199 (not a free call)

Emergency email of the organizer: skg_office@sokugikyo.or.jp

Earthquakes: Earthquakes commonly occur in Japan however there are stringent building codes to help minimize damage. Small and moderate quakes do not cause disruptions to transportation or infrastructure. If you experience an earthquake remain calm be aware of your surroundings, observe safety precautions, and follow instructions of trained personnel.

(no responsibility or endorsement for the following links)

