



**To attendees**

ISO/IEC JTC 1/SC 22 plenary meeting in Oslo  
2003-09-15/19

**Norwegian Technology Centre**

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NO 971202084 MVA

Your ref.:

Our ref.: UL

Date: 2003-04-28

**The Norwegian Technology Centre welcomes you to Oslo!**

NTS is proud to invite you all to Norway, and Oslo, the 2nd week of September 2003.

Enclosed you will find the following information:

- Information regarding meeting facilities
- Hotel recommendations
- Map of Oslo
- Travel Information from the Airport

We are also planning to host a Welcome Reception and Dinner on the 16<sup>th</sup> September in the meeting week; we will send out more information about this event later.

For attendees planning to visit some of the many tourist attractions in Oslo, we will hand out Tourist Guides to all attendees upon arrival at the meetings. We also recommend the following website: <http://www.oslopro.no/>

Again, welcome to Oslo!

Best regards,  
Norwegian NB SC 22

Ulf Leirstein  
NTS

# MEETING FACILITIES AND INFORMATION

The plenary meeting will take place at the following conference facilities:

**Plenary:** "House of Industry", Oscarsgate 20, Oslo  
Plenary room "Hovedstyresalen", 7th floor

**Additional meeting room 1 :** "House of Industry", Oscarsgate 20, Oslo  
Plenary room no. 701, 7th floor

**Additional meeting room 2 :** "House of Industry", Oscarsgate 20, Oslo  
Plenary room no. 612, 6th floor

## Registration

When arriving at "House of Industry" you need to register at the "switchboard" in the hall, ground floor. You will be handed out an ID-card and a name plate. Please wear these at all times when staying in the building. The ID-card must be handed over to the "switchboard" each day when leaving.

## Secretariat

The SC22 Secretariat will be located at an office on the 5<sup>th</sup> floor.

NTS (responsible for the meeting arrangements) is located in "House of Industry" (Oscarsgate 20), and the following staff will be at your disposal:

- Knut Lindelien, secretariat leader, TP: (+47) 22590115 (e-mail [kl@nts.no](mailto:kl@nts.no))
- Ulf Leirstein, project leader, TP: (+47) 22590117, MP: (+47) 90641162 (e-mail [ul@nts.no](mailto:ul@nts.no))
- Bjørnhild Sæterøy, project leader, TP: (+47) 22590116 (e-mail [bjs@nts.no](mailto:bjs@nts.no))
- Camilla Svendsen, secretary, TP: (+47) 22590104 (e-mail [cs@nts.no](mailto:cs@nts.no))

## Technical facilities

The plenary room is equipped with one PC projector. Further we will have one PC projector available for the two additional meeting rooms.

Papier copies can be made at "House of Industry"; please contact Mr. Ulf Leirstein, Ms. Bjørnhild Sæterøy or Ms. Camilla Svendsen during the meeting.

SC22 Secretariat and NTS could assist if you need to print documents. Deliver documents on a floppy disk or CD-Rom to the SC22 Secretariat or Mr. Ulf Leirstein / Ms. Bjørnhild Sæterøy / Ms. Camilla Svendsen.

Phonecalls can be made from the SC22 Secretariat room.

Telefax is located on the 5<sup>th</sup> floor, right next to the offices of SC22 Secretariat and for Mr. Ulf Leirstein. The faxnumber is: (+47) 22590129. To send a fax: Dial **0** to get an external line.

## Lunch and coffee-breaks

Several restaurants and pubs with lunch menus are located right outside Oscarsgate 20. It is not possible to buy lunch at the meeting facilities at "House of Industry".

Coffe/tea will be served right outside the plenary room at 10:00 AM and 02:00 PM.

## Tourist information

A tourist guide in several languages, will be handed out in the plenary room.

We also recommend the following website: <http://www.oslopro.no/>

## HOTEL-RESERVATIONS

Rooms have been made available 13<sup>th</sup> – 20<sup>th</sup> of September, 2003 in the following hotels:

Loc./ map	Hotel Name/address.	Room type:	Rate in NOK:	Reservation must be done prior to:	Quote ref. when booking:
3	Radisson <sup>1</sup> SAS Scandinavia Hotel Oslo Holbergsgate 30 0166 Oslo Booking: int'l: +47-67 82 31 00/90 local: 025 25 fax: +47-67 82 31 01	Single/double  incl. breakfast	1.095,-	2003-08-20	TEKNO 1309
9	Rainbow Gyldenløve <sup>2</sup> Hotel Bogstadveien 20 0355 Oslo Booking: phone: +47-23 33 23 00 fax: +47-22 60 33 90	Single  incl. breakfast  double	Single: 745, -  double: 995, -	2003-08-18	2436350

Please also note the column: "Reservations must be done prior to". After these dates we can not guarantee the price and/or availability of rooms.

<sup>1</sup> Radisson SAS Scandinavia Hotel with 491 rooms is located in the heart of Oslo within walking distance from our offices, theatres, shopping and restaurants. The Royal Palace is right next door. The hotel offers a range of room from Art Deco, Oriental, Italian, Continental or Scandinavia. It has several bars, restaurants and a nightclub. In addition, for health and relaxation the hotel has a swimming-pool, exercise room, sauna and solarium. Beneath the hotel you will find a bank, hair saloon and boutiques.

<sup>2</sup> Tulip Inn Rainbow Gyldenløve is a business hotel with 168 modern rooms located in the best(?) shopping area in Oslo, only a few minutes walk from our offices. All rooms have telephone, trouser press, minibar, satellite TV, bathroom with hair dryer and heated floor. Tram-stop right outside the hotel. Car-park in the hotel garage. One of Oslo's most popular cafes, fully licensed, is located in the hotel. They serve light meals.

# TRAVEL INFORMATION

When travel by plane to Norway and Oslo, you will arrive at Oslo Airport, situated approximately 45 minutes from downtown Oslo.

Information regarding the airport can be found at this website:

**<http://www.osl.no/english/>**

It is easy to travel from the airport and to downtown Oslo. You can use train, bus or taxi. Information can be found on the same website as mentioned above.

## Travel by Train

The Airport Express Train leaves from the airport every 20 minutes, and the travel time to Oslo Central Station is 24 minutes. Follow the signs at the arrival hall. The price is NOK 140 (adults).

## Travel by Bus

The SAS Airport Bus runs between downtown Oslo Airport and Oslo every 15 minutes every day. The bus can be found right outside the arrival terminal. The bus stops at the following places:

- Oslo Airport
- Furuset school
- Ulven
- Teisen
- Helsefyr T (subway station)
- Oslo Bus Terminal
- Oslo Central Station (Oslo S) - opposite of Hotel Royal Christiania
- Prof. Aschehougs plass
- Radisson SAS Scandinavia Hotel (Holbergsgt.)

Prices: Adults NOK 90 (round trip NOK 140), senior citizen's NOK 45. Children with airline ticket travels free of charge.

From Oslo Central Station it is easy to get a taxi direct to your hotel.

## Travel by Taxi

"Airport Taxi" Airport Taxi is a special fare offer from Oslo Taxi to and from Oslo Airport to destinations in the Oslo region.

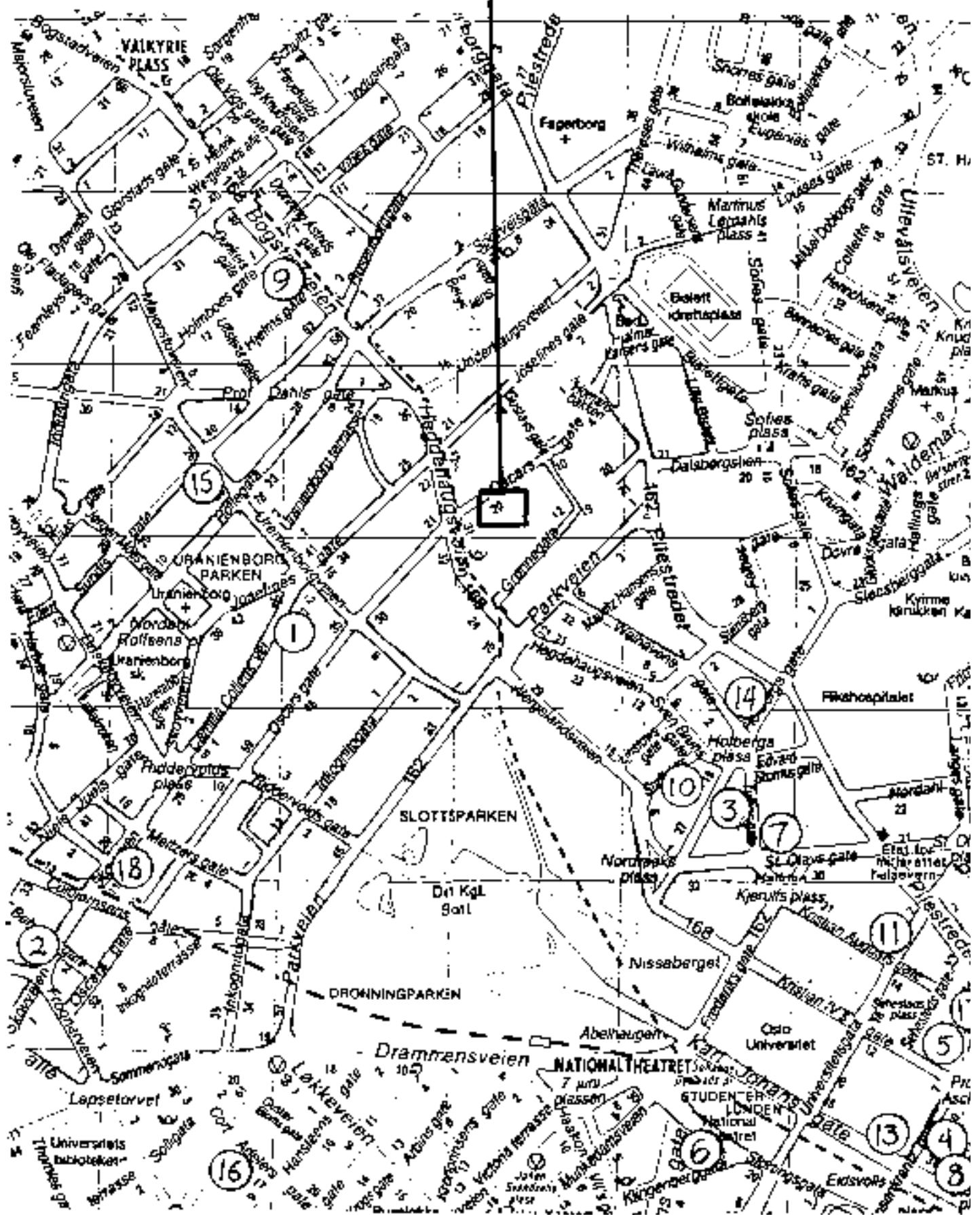
Go to the Taxi Information desk in the arrival hall and ask for "Airport Taxi". If you prefer to book in advance, phone + 47 23 23 23 23.

Prices are between NOK 475 and 575 for 1-4 passengers, depending on your destination in Oslo. "Airport Taxi" is, of course, available when you return to the airport at the end of your stay.



Norsk Teknologisenter  
Norwegian Technology Centre

Oscarsgate 20, tel.: +47-22 59 01 00  
(our office)



**ISO/IEC JTC 1/SC 22 Plenary Meeting**  
**"House of Industry", Oscarsgate 20, Oslo, Norway**  
**15-19 September 2003**

Please complete this form and either e-mail or fax to:

Attention: Mr. Matt Deane

E-mail: [mdeane@ansi.org](mailto:mdeane@ansi.org)

Fax: +1 212 840 2298

Attention: Mr. Ulf Leirstein

E-mail: [Ulf.Leirstein@nts.no](mailto:Ulf.Leirstein@nts.no)

Fax: +47 225 90129

**Please reply by 1 August 2003**

## Registration Form

*(please print clearly)*

(Mr./Ms./Dr./Prof.) Given Names: _____	
Surname: _____	
Organization: _____	
Address: _____	
City: _____	Country: _____
Telephone: _____	
Facsimile: _____	
Email: _____	
Special requirements: _____	
Date of Arrival: _____	
Country of Delegation: _____	
<b>I shall be accompanied by:</b>	
Given Names: _____	
Surname: _____	
Accompanying person special requirements: _____	

### Accommodation

I have made my reservations at: \_\_\_\_\_

Dates of Check-in and Check-out: \_\_\_\_\_

### Registration for Social Events *(please place an X)*

( ) – I will attend the welcome reception and dinner on September 16

and will be accompanied by \_\_\_\_\_