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ISO/IEC JTC1/SC7 Plenary
Hyderabad, India
May 24-29, 2009

Joining Instructions

Host: NASSCOM, India
Web: www.nasscom.in
Phone: +91 40 66366111/222 (Hyderabad Office)

General Information

The SC7 Plenary Meeting will be held from 24-29 May, 2009 at Hyderabad, in the state of Andhra Pradesh, India. The National Association of Software and Service Companies (NASSCOM) is organising this meeting. Accredited parties interested in participating in the SC7 are invited to attend.

NASSCOM is the apex body representing the interests of software and service companies in India. Its main objective is to promote the cause of the Indian software and service industries. NASSCOM's aims and objectives include the facilitation of trade and business in software, IT services and IT-enabled services industries; encouraging advancement of research; and facilitation of education, employment and growth of the Indian economy.

The Bureau of Indian Standards (BIS), the National Standards Body of India, has chosen NASSCOM to organise the SC7 Plenary Meeting on behalf of the Government of India. BIS is a statutory organisation under the Bureau of Indian Standards Act, 1986. It resolves to be the leader in all matters concerning Standardisation, Certification and Quality.

BIS formulates Indian Standards keeping in view national priorities, programs for industrial development, technical needs, export promotion, consumer welfare, health, safety, and so on. BIS gives special attention to multi-disciplinary areas such as energy conservation, environmental protection, health and safety.

Mr. Ganesh Natarajan (CEO- Zensar Technologies) is the Chairman of NASSCOM and Mr. Pramod Bhasin

(CEO-GENPACT) is the Vice Chairman. Mr. Som Mittal is the President of NASSCOM (www.nasscom.in).

The NASSCOM Quality Forum is chaired by Mr. N. Chandrasekaran – COO & Executive Director – Tata Consultancy Services (TCS).

The Organising Committee is headed by Mr. Rajiv Vaishnav, Vice President, NASSCOM (Rajiv@nasscom.in). All questions concerning the SC7 meeting can be addressed to Mr. Rajiv Vaishnav at Rajiv@nasscom.in and Mr. Bidhan Kankate, Regional Director by e-mail at Bidhan@nasscom.in.

Meeting Agenda

Date	Activity
May 23 (Saturday)	Briefing for the SC7 Leaders
May 24 (Sunday)	Welcome - Registration
May 25 (Monday)	Work
May 26 (Tuesday)	Work
May 27 (Wednesday)	Work
May 28 (Thursday)	Work
May 29 (Friday)	Work in the morning

Social Events

SC7 social events will be held on May 24, 25 and 28, 2009.

Date	Social event
May 24 (Sunday)	Welcome Cocktail
May 25 (Monday)	Welcome Dinner
May 26 (Tuesday)	Dinner
May 27 (Wednesday)	Dinner
May 28 (Thursday)	Theme-based Gala Dinner
May 29 (Friday)	Dinner

Language

The official language of the SC7 Plenary Meeting is English.

Electronic Facilities

A wireless Internet connection will be provided in all the rooms and meeting rooms. Working Groups can work electronically.

Office Facilities

Each Working Group will be provided with one LCD projector, flip chart, writing pens and access to the Internet in the meeting room. NASSCOM will organise one common printer and photocopier for the entire meeting.

Participation Fee for Delegates

NASSCOM is happy to host the SC7 Plenary Meeting at Hyderabad. **No participation fee** will be charged.

Registration

Registration for the SC7 Plenary Meeting will start on 01 March, 2009. Participants are requested to send the filled-in Registration Form (already sent via email) to the organizers. You can email your registration form to Bidhan Kankate at Bidhan@nasscom.in or Hyderabad@nasscom.in . You can book your room at the hotel at reservations.hyderabad@marriott-hotels.com or mhrs.hydmc.reservations@marriott-hotels.com .

Meeting Venue

The SC7 Plenary Meeting will be held at the Hyderabad Marriott Hotel & Convention Centre.

Marriott Hotel & Convention Centre (www.hyderabadmarriott.com),
Tank Bund Road, Opposite Hussain Sagar Lake,
Hyderabad- 500 080
Phone : +91 40 27522299
Fax : +91 40 27522888

Travel

Hyderabad is well connected by air with main cities in Europe, Asia and America. The Rajiv Gandhi International Airport, Hyderabad (<http://www.hyderabad.aero>) is about 35 km away from the Marriott Hotel & Convention Centre.

The hotel provides to-and-fro complimentary transport between the airport and the hotel. If you inform us in advance about your arrival (Flight Number, Date of Arrival & Time of Arrival) and the number of people accompanying you, a representative from the Hyderabad Marriott Hotel & Convention Centre will meet you at the airport.

Please approach the **Marriott Counter** at the airport for any further assistance. Wheel chair assistance can also be arranged for.

Visa Requirements

All foreign citizens should obtain an entry visa to visit India. The SC7 Plenary Meeting Organising Committee can send you a formal invitation letter from NASSCOM for obtaining an Indian Business Visa for the duration of the meeting.

For a formal invitation letter, please send the following information for yourself and those accompanying you, to the organizers by email (Bidhan@nasscom.in):

- First name & Surname (as given in the passport)
- Sex
- Date of birth
- Place of birth
- Citizenship
- Passport No.
- Valid till
- Exact dates of your stay in India
- Cities and hotels where you are going to stay during your visit to India

Insurance

The Organising Committee recommends that all participants have travel insurance that can cover unforeseen incidents that might happen during the meeting. The organisers are not responsible for any individual medical, travel or personal insurance.

Meals

The coffee-breaks, lunches and dinners will be hosted by NASSCOM during the SC7 Plenary Meeting.

Hotel Accommodation

NASSCOM has reserved about 175 rooms for the SC7 delegates at the Hyderabad Marriott Hotel & Convention Centre (about 60% single and 40% double rooms). The organisers highly recommend the Marriott because it is a comprehensive hotel complex with the required capacity and ability to host high-profile events. The organisers guarantee the availability of the accommodation at this hotel if you indicate the requirement in your registration form and send the form to Hyderabad@nasscom.in by April 30, 2009.

Payment for the accommodation is to be made directly to the Hyderabad Marriott Hotel & Convention Centre through credit card or cash.

Reserved rooms (category)	Rate in USD (Breakfast and VAT are included. Prices are given per room per night -all inclusive)
Single room (business class)	63
Double room (business class)	92

The rates are inclusive of room charges, buffet breakfast, and all applicable taxes. Further, the following complimentary services are provided:

- Airport transfers
- Internet Access at the work stations in the hospitality lounge
- Laundry: Three pieces per person per day.
- 50% discount on non-alcoholic drinks
- 25 % discount on laundry
- 20% discount on usage of the Spa.

Sightseeing tours and shopping can be coordinated by the hotel and would have to be paid for by the individual.

Hotel Contact:

Reservations: Ms. Anuradha Ladhi

Telephone : + 91 40 27522222

Fax : + 91 40 27522120

Email: reservations.hyderabad@marriott-hotels.com , mhrs.hydmc.reservations@marriott-hotels.com

Web: www.hyderabadmarriott.com

Currency

The Indian currency is the Indian National Rupee (INR). The official currency exchange rate is around INR 50 for USD 1 as on 1 March 2009. USD, Euro and other foreign currencies can be exchanged at banks, airport and the hotel, or in currency exchange offices. The prevailing exchange rates are displayed at the locations mentioned above.

Terms of Payment

After arrival in India, all payments at the hotel should be made in USD or INR, in cash.

Contact Information

For further queries or requests, please contact Bidhan Kankate at:

Email : Bidhan@nasscom.in

Mobile : +91-9959477752

Fax : +91-(40)-6636 6333.

www.nasscom.in

About Hyderabad!

Hyderabad is known as the City of Love. It was for the love of Bhagmathi that the fifth king of Golconda, Mohammed Quli Qutub Shah founded the city of Bhagyanagar in 1589. When Bhagmathi joined the royal house she was given the title 'Hyder Mahal', and the city was renamed Hyderabad.

Hyderabad is a city of oriental glory, reminiscent of the great days of the Indo-Muslim culture. It is situated 536 metres above sea level on the southern banks of the river Musi. It is well known for its

hospitality and visitors to the city are warmly welcomed.

Hyderabad is the financial and economic capital of the state of Andhra Pradesh. The city is the largest contributor to the state's gross domestic product, state tax and excise revenues. The workforce participation is about 29.55 percent. Starting in the 1990s, the economic pattern of the city has changed from being primarily a service city to being one with a more diversified spectrum, including trade, transport, commerce, storage, communication, and so on. The service industry is the major contributor, with the urban workforce constituting 90% of the total workforce.

Hyderabad is known as the city of pearls, lakes and, lately, for its IT infrastructure.

(www.aptourism.com)

Time Zone

The Indian Time Zone (IST) is 5:30 hours ahead of the Greenwich Time in summer.

Weather

The weather in Hyderabad in late May can be hot. During April-June, the temperature ranges from 36° to 41° Celsius. Light cotton clothing is recommended for the outdoors.

Electricity supply

The power supply is 220 volts and 50 Hertz with a three-pin cylindrical plug. Convertors are easily available at the hotel.

Tipping

Tipping is not mandatory. However, it ranges from INR 20 – 100.

We look forward to seeing you soon in Hyderabad!