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# Preliminary Joining Instructions

## ISO/IEC JTC 1 SC7 Interim Meeting

### Gaithersburg, MD, USA

### Monday to Friday, October 5-9, 2009

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#### Host

USA: ANSI, IEEE Computer Society and the National Institute of Standards and Technology

#### Meeting Location

National Institute of Standards and Technology  
100 Bureau DR  
Gaithersburg, MD 20899-1070 USA  
(Washington, DC, metropolitan area)

#### About NIST

Located in the Washington, DC, metropolitan area, the National Institute of Standards and Technology (NIST) is a non-regulatory federal agency within the U.S. Department of Commerce. NIST works with the private sector, other government agencies, and universities to develop and apply the technology, measurements and standards needed for new and improved products and services. The Gaithersburg, Md., headquarters campus (234-hectare/578-acres) provides working space for many of NIST's 2,900 scientists, engineers, technicians, and support and administrative personnel. Also, NIST hosts about 2,600 associates and facility users from academia, industry, and other government agencies. In addition, NIST partners with 1,600 manufacturing specialists and staff at about 400 service locations around the country.

Extensive information about NIST and detailed transportation information can be found at [http://www.nist.gov/public\\_affairs/visitor/visitor.htm](http://www.nist.gov/public_affairs/visitor/visitor.htm)

#### Meeting Facilities and Fees

It is expected that there will be a meeting facility fee not to exceed \$195 US per delegate. The fee will be payable by VISA or MasterCard credit card. This fee is within the parameters of JTC 1/SC 7 resolutions, and includes Continental breakfast, morning and afternoon refreshments, wireless internet service in all meeting rooms, and shuttle bus service to and from a nearby hotel. In addition, a cafeteria is available in the NIST Administration building for lunch, not included in meeting facility fees. A Monday evening welcome reception and a Wednesday evening banquet in the recommended conference hotel are being planned.

## Internet Access

Internet access at NIST will be provided as a wireless (WiFi) service.

## Meeting Registration

Meeting registration will be coordinated by NIST Conference services. The registration form will be provided in the final joining instructions.

**NOTE:** it is essential that all participants register at least five weeks before the meeting date: The deadline for registration will be **August 28, 2009**. Advance registration is required for all participants, both US and non-US. Unregistered persons arriving at NIST cannot be admitted.

## Entrance into NIST

Visitor passes will be prepared for those who preregister for the meeting. On first arrival at NIST: photo identification must be presented at the NIST main gate (Visitors' entrance-Gate A). International attendees are required to present a passport.

## Transportation

The NIST meeting site is located near Gaithersburg, Maryland, just off Interstate Route 270, about 25 miles (40 km) from the center of Washington, D.C.

### Air Travel to the Washington, DC, Area

The Washington, DC, area is served by two international airports: Washington Dulles (IAD) and Baltimore Marshall (BWI). Washington Reagan airport (DCA) receives domestic flights; including connections from international flights arriving at New York JFK Airport. All three airports are more than 25 miles (40 km) from NIST in Gaithersburg, Maryland.

### Public Transport from Washington, DC Area Airports to NIST

**From Baltimore BWI:** MARC rail service is available from BWI to Washington Union station, and from there Metro (subway) service is available to the Shady Grove Metro station, the closest station to NIST.

**From Washington Reagan:** Metro service is available from Washington Reagan airport to the Shady Grove Metro station, the closest station to NIST

**From Washington Dulles:** Frequent shuttle bus service is available from Washington Dulles airport to the West Falls Church Metro station, where service is available to the Shady Grove Metro station, the closest station to NIST.

[http://www.metwashairports.com/dulles/parking\\_transportation\\_3/ground\\_transportation/metrorail](http://www.metwashairports.com/dulles/parking_transportation_3/ground_transportation/metrorail)

In addition, shuttle vans, limousines, taxis, and rental car services are available in all airports, but at greater cost.

### Travel between NIST and the hotel

The meeting facilities fee includes free shuttle bus service for meeting attendees between the recommended hotel and NIST. Accessible transport will be available on request.

### Travel between the hotel and the Shady Grove Metro station

The recommended hotel will provide free shuttle service to/from the Shady Grove Metro station.

### Travel between NIST and downtown Washington via Shady Grove Metro Station

For those desiring to visit the US Capitol, Smithsonian Institution museums, and other attractions of downtown Washington using Metro, the shuttle departs from the front of the NIST Administration Building on the hour and half hour. Arriving travelers can meet the NIST shuttle at the east side "Kiss & Ride" area of the Shady Grove Metro Station at 15 and 45 minutes past the hour from 8:00 am to 5:30 pm. The ride between NIST and the Shady Grove Metro Station takes approximately 15 minutes, depending on traffic conditions.

### Driving to NIST

Automobile travel time to NIST will be slowed during workday mornings and evenings when roads are congested.

**From northbound** I-270 take Exit 10, Route 117 West, Clopper Road. Bear right at the first right onto Clopper Road/West Diamond Avenue. At the next light, turn left onto the NIST grounds.

**From southbound** I-270 take Exit 11, Route 124, Montgomery Village Avenue/Quince Orchard Road. Bear right at the first light onto Route 124 West, Quince Orchard Road. After you merge onto Rt. 124, Quince Orchard Road, turn left at the second light onto Route 117, West Diamond Avenue. Turn right at the first light onto NIST grounds.

Free parking is available for meeting attendees.

### Recommended Hotel (Preliminary Information)

Arrangements are being concluded to designate a hotel with a negotiated rate convenient to NIST and to shopping at the Lake Forest Mall and Gaithersburg Square Mall. Hotel reservation information will be provided in the final joining instructions.

Hotel reservations need to be made by August 28, 2009, directly with the hotel. Please refer to the ISO JTC 1 SC7 meeting. Hotel accommodation expenses are the responsibility of the attendee.

The hotel will be either the Hilton Washington DC North Gaithersburg (published rate \$259, meeting rate \$119.00 single/double occupancy, plus 15% sales tax per room, per night) or the Gaithersburg Holiday Inn at \$113 per night. Hotel rates include high-speed internet access but do

not include meals. All rooms come with a full bathroom and either one king bed or two double beds.

In addition to restaurants in the hotel, numerous restaurants and fast-food alternatives are nearby. The Monday night welcome reception and Wednesday night banquet will take place at the hotel. Shuttle bus service will be provided from the hotel to NIST mornings and afternoons at no additional cost for registered meeting attendees.

General information about the potential hotels is available at

< [http://www1.hilton.com/en\\_US/hi/hotel/GAIGHHF-Hilton-Washington-DC-North-Gaithersburg-Maryland/index.do](http://www1.hilton.com/en_US/hi/hotel/GAIGHHF-Hilton-Washington-DC-North-Gaithersburg-Maryland/index.do)>

Numerous other hotels are available in the Gaithersburg area:

< [http://www.nist.gov/public\\_affairs/visitor/hotels.htm](http://www.nist.gov/public_affairs/visitor/hotels.htm)>

<http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/wasrv?rpb=hotel&crUrl=/h/d/hi/1/en/hotelsearchresults>

## Visiting the USA

Information on Visa requirements for entering the US are found at

< [http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html)>

## Mobile telephone technology

CDMA, TDMA, GSM

## Climate

Weather in early October can be pleasantly sunny, but may be rainy. Average high temperature in October is 66 F (18 C), low temperature 44 F (7C)

## Insurance

All participants should consider having travel insurance which will cover any accidents that may happen en route or during the meeting. The organizers are not responsible for individual medical, travel or personal insurance.

## Electricity supply

Electrical current in the USA is 110 V/ 60 Hz. Two (or two plus ground) flat pin plugs are used. Visitors from outside North America will need a plug adapter. Appliances designed to operate on 220 Volts need a voltage converter.

## Local time

The local time in Washington is Eastern Daylight Savings Time (GMT-5). Daylight savings time will be in effect during the meeting.

## **Tipping**

Tipping is a custom in the US for restaurant meals, taxis, and other services, and varies from 15% to 20% depending on your satisfaction with service.

## **Currency**

The official currency is the US Dollar (USD). The most common bank notes are 20, 10, 5, and 1 denominations; coins 1 dollar and 25, 10, 5 and 1 cent denominations.

Exchange rates on March 10, 2009, were:

EUR 1 = USD 1.48

GBP 1 = USD 1.87

YPN 1 = USD 0.114

Foreign currency can be exchanged at currency exchanges in the airports.

Most major credit cards are accepted in the majority of hotels, restaurants and shops.

## **Banking hours**

Banking hours are generally 10 to 3; 24-hour Automated Teller Machine (ATM) machines are widely available. Most US banks participate in either the Cirrus or Plus/Interlink ATM networks. Most ATM machines will impose a service charge of \$1.00 to \$2.50.