



# ISO/IEC JTC1/SC 32 N 0028

Date: 1 December 1997

To: P and L Members

## ISO/IEC JTC 1/SC 32 Data Management Services

Dear Members:

Subject: Meeting Notice and Information, ISO/IEC JTC 1/SC 32  
Planning/Plenary Meeting, 23 – 25 February 1998, Washington, DC

This is to inform you that an SC 32 Planning/Plenary meeting will be held from 23 – 25 February 1998. The venue for both meetings will be Lecture Room C of the Administration Building at the National Institute of Standards and Technology (NIST) in Gaithersburg, MD, USA.

The host contact for the meeting is:

Judith Newton  
NIST  
Telephone: +1 301 975 3256

General information concerning the meeting, including hotels and transportation information, is following and contained in several separate files. National Bodies are requested to ensure that this notice is transmitted to all delegates who may be attending the meetings.

SC 32 National Bodies and Liaison Organizations are instructed to advise the SC 32 Secretariat of their attendance as soon as possible, **but no later than 31 January 1998.**

All National Body and Liaison Organization contributions to the Plenary must be received by the SC 32 Secretariat **no later than 16 January 1998.**

**\*\*Please note that the SC 32 Secretariat will require any National Body or Liaison Organization that submits contributions after 16 January 1998 to bring sufficient copies to the meeting site.**

Please note the following WWW addresses with information on hotels and transportation:

[http://www.nist.gov/public\\_affairs/nistmaps.html](http://www.nist.gov/public_affairs/nistmaps.html)  
NIST transportation information

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

Hotels near NIST

[http://www.nist.gov/public\\_affairs/confpage/confprog.html](http://www.nist.gov/public_affairs/confpage/confprog.html)

General information about NIST

Thank you for your assistance in these matters. I look forward to seeing you in Washington.

Sincerely,

Marisa Topping  
Secretariat, ISO/IEC JTC 1/SC 32

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Address Reply to: Secretariat - ISO/IEC JTC1/SC 32 - American National Standards Institute, 11 West 42nd Street, NY, NY 10036 Telephone: 212 642 4976; Facsimile: 212 398 0023 email: [mtopping@ansi.org](mailto:mtopping@ansi.org)

The SC32 meetings will be held at the National Institute of Standards and Technology on February 23 - 25, 1998. On all three days, we will meet in Lecture Room C of the NIST Administration Building. One or two additional rooms will be available for computer printers, break-out, etc.

People may want to stay in Downtown DC or in the NIST (Gaithersburg, MD) area. There is public transportation (METRO rail) and a NIST shuttle that can get people between NIST and downtown DC. The actual travel time from Metro center in DC to NIST is about 45 minutes. Connections can take another 30-45 minutes, since the NIST shuttle only goes every half hour. Taxi from the Shady Grove Metro station to NIST only costs about \$7.00.