

ISO/IEC JTC 1/SC 32 N 2268a

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DOCUMENT TYPE	Logistical information for meeting
TITLE	Logistics for ISO/IEC JTC 1/SC 32 interim working group meetings, October 2012 in Kraków, Poland
SOURCE	WG2 - Ewelina Szczekocka - Korpo TP
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ISO/IEC JTC 1/SC 32

Data Management and Interchange

Secretariat: United States of America (ANSI)
Farance, Inc. on behalf of ANSI

Subject: Logistic Information for Interim Meeting in Cracow (Krakow)/Poland **version 2**
Source: Polish NB Contribution
Title: Logistics for Meeting in Cracow (Krakow)
Author: Ewelina Szczekočka

Change: Please note for persons, who want to book a room in Best Western hotel: there is another email address, where reservations should be sent, i.e. info@rthotels.com.pl, please send also CC: maslanka@rthotels.com.pl .

Abstract: The logistic information is provided, that will be needed by delegates attending Work Group meetings (WG1, WG2, WG3 and WG4) in scope of Interim Meeting in Cracow (Krakow), Poland, 15-19 October 2012.

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1. Introduction

The Interim Meeting of ISO/IEC JTC1 SC32 Work Groups is hosted by PKN during the week 15th – 19th October 2012.

2. Meeting Location

Hotel Royal, świętej Gertrudy 26, 31-048 Krakow - meeting rooms and accommodation

tel.: 12 421 35 00, fax: 12 421 35 27

link: http://www.hotelewam.pl/3-Krak%C3%B3w,_Hotel_Royal.html?l=2

Hotel Best Western "Old Town", świętej Gertrudy 6, 31-046 Krakow - accommodation

tel.: +48 12 422 76 66, fax: +48 12 269 15 60

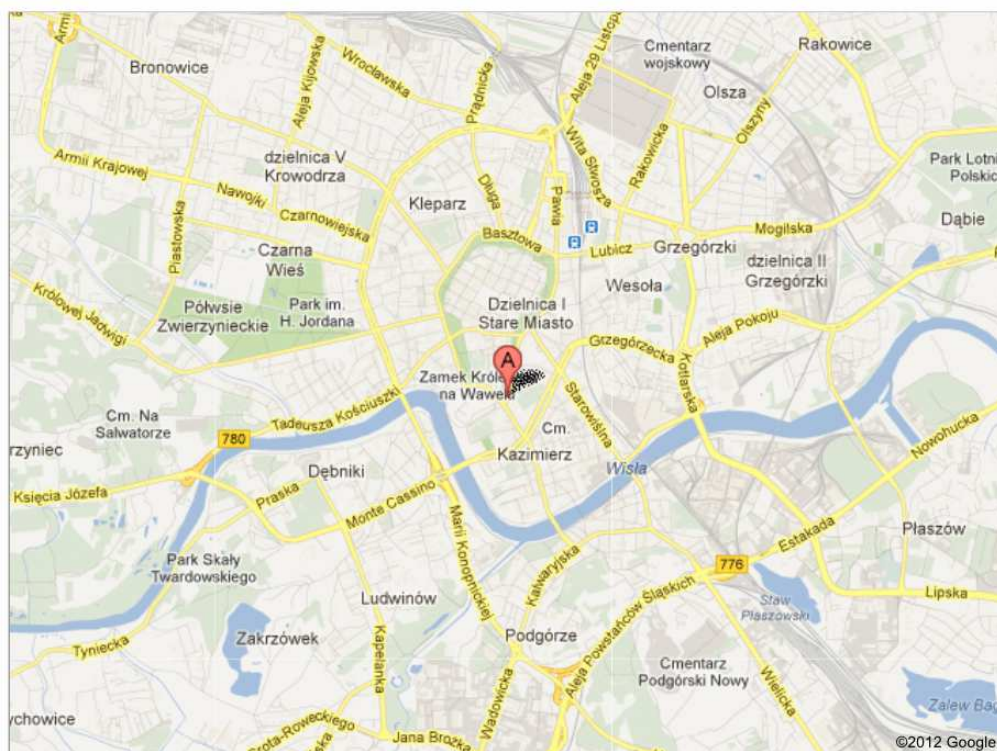
link: <http://www.bwkrakow.pl/en.html>

*Note: Experts are asked to book their rooms in a way indicated by the hotels, please **do not** follow the standard hotel web sites guidelines and standard booking (see section 3 for "meeting arrangements and accommodation")*

A. Hotel Royal

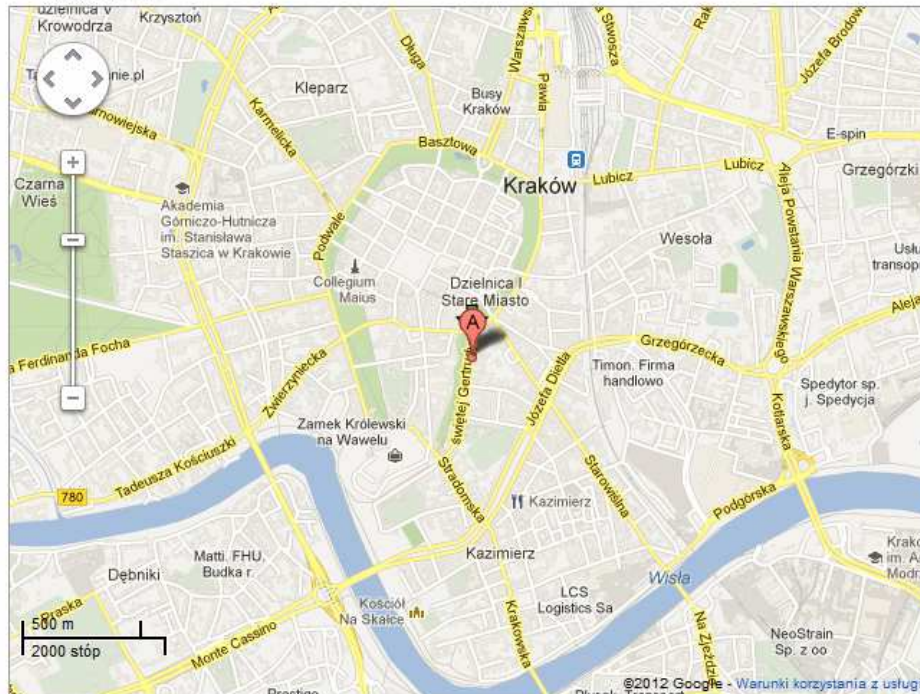
świętej Gertrudy 26, 31-048 Kraków

12 421 35 00



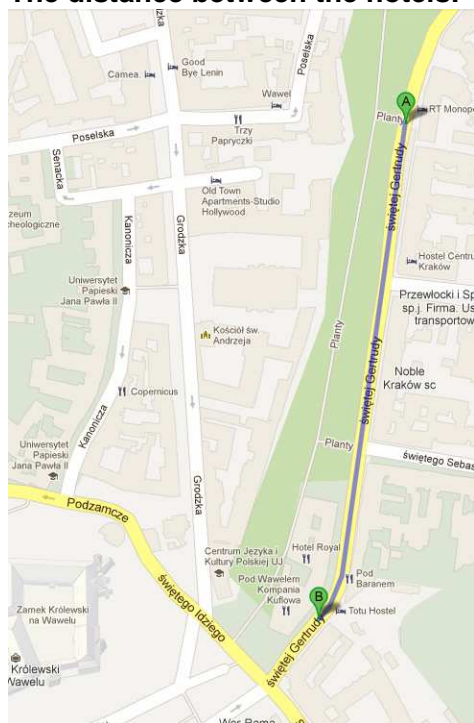
link: <http://goo.gl/maps/lm2l>

A. Hotel **BEST WESTERN** Krakow Old Town
świętej Gertrudy 6, 31-000 Kraków
12 422 76 66



link: <http://goo.gl/maps/CQgI>

The distance between the hotels:



link: <http://goo.gl/maps/4LvV>

3. Meeting Arrangements and Accommodation (Booking guidelines)

The meeting facilities will be held in the Royal Hotel, swietej Gertrudy 26, 31-048 Krakow and most of the hotel rooms will be offered in this hotel. Additional hotel rooms will be available in Best Western "Old Town" hotel, that is located at a distance approximately 400 m from the Royal hotel. Both hotels are three-stars reasonable hotels and the hotel rooms are offered for the participants at special rates (they will be kept till 31st August) – see the tables below.

Experts are individually responsible for making their own hotel reservations.

Rooms should be booked **before 31st August** by sending email under one of the indicated hotel email address (after this date the hotels cannot guarantee available rooms and rates).

Please send also a copy of email to Ewelina Szczekocka (ewelina.szczekocka@orange.com).

Note, that Krakow is a vey busy city and bookings with special rates can be kept only till the indicated date, i.e. no later than 31st August.

To provide booking please do the following:

Royal hotel: fill the attached form in and send form by e-mail: royal@hotelewam.pl or by the fax: +48 12 421 35 27 **not later than 31.08.2012** together with information regarding type of room and what the invoice should state for your company or national requirements. **email subject: ISO conference** *Note: Signature requested only in case of sending by fax.*



REGISTRATION FORM
- ROYAL

Type of Room	Price
Single Lux	250 PLN
Double Lux for 1 person	320 PLN

Breakfasts included; 1 EUR = approximately 4,2 PLN

All rooms have Internet access included. It is possible to come with accompanying person. (small additional cost)

Best Western Old Town Krakow hotel: send email to: info@rthotels.com.pl, please send also CC: maslanka@rthotels.com.pl with all necessary information (like name, company, date of arrival, date of departure, telephone number, email address) **not later than 31.08.2012** together with information regarding type of room and what the invoice should state for your company or national requirements;

code for booking: JTC1,

email subject: JTC1.

Type of Room	Price
Premium for 1 person	200 PLN + 8%
Premium for 2 persons	294 PLN + 8%
Superior for 1 person	242 PLN + 8 %

Superior for 2 persons	336 PLN + 8%
Standard for 1 person	168 PLN + 8%
Standard for 2 persons	238 PLN + 8%

Breakfasts included; 1 EUR = approximately 4,2 PLN

All rooms have Internet access included.

Note:

It may be a voluntary facilities fee (registration fee) welcome to cover the basic facilities necessary during the meeting (meeting rooms, tee, coffee), that will not exceed 150 € in total per person.

To allow the hotel to prepare appropriate information regarding the voluntary facilities fee and to provide an appropriate estimation of costs per person, we kindly ask participants who are able to pay the voluntary facilities, to inform me in advance and to provide information regarding what the invoice should state for your company or national requirements.

For persons staying at the Royal hotel the facility fee will be added to the room charge. For persons staying in the other hotel an invoice will be provided for facilities fee by the Royal hotel.

All the information please provide to Ewelina Szczekocka, ewelina.szczekocka@orange.com **before 31st August.**

Please send a message to Ewelina, whenever you need an additional information and details regarding logistics.

Additional hotels:

Sheraton hotel (<http://www.sheraton.pl/krakow/en>) , please send email to: reservation.krakow@sheraton.com; **booking code: JTC1**

4. Visa

For experts who need visa we have prepared a form for invitation letter. Please fill the form in and send email to: slawomir.wronski@pkn.pl. You can contact this person in case of any questions.



FORM FOR
INVITATION LETTER

5. How to get there from the Airport

It is possible to send email to the booked hotel with an information regarding name, date and time of arrival, flight number. Approximate price 25 EUR.

6. Flights and Train

- a) Flights

The international Krakow airport "Balice" - **airport code: KRK** - has direct connections for instance with Frankfurt, Munich, Dusseldorf, Berlin (Air Berlin lines), Vienna, Prague (CSA – Czech Airlines), Warsaw (domestic flights).

<http://www.krakowairport.pl/en>

b) Train from Warsaw

Distance between Warsaw and Cracow is about 300 km.

It is possible to get from Warsaw to Krakow by train

<http://rozklad-pkp.pl/bin/query.exe/en?>

When you type "War" , then the list of the train stops in Warsaw (Polish: Warszawa) is expanded. A new train stop is offered since 1 June 2012 called "Warszawa Lotnisko Chopina" (means: Warsaw Chopin Airport which is Warsaw International Airport).

When you type "Kra", then a list of the train stops in Krakow is expanded.

Exemplary possibilities:

From: "Warszawa Lotnisko Chopina" (when you go from the Airport) or "Warszawa Centralna" (main station in the Centre of Warsaw)

To: „Krakow Glowny" (main station in the Centre of Krakow)

The journey shouldn't exceed 3 hours, but please be careful to choose PKP Intercity option (EX or EIC). Please also be sure, if there are no difficulties because of some maintenances.

We recommend rather to choose a flight, if you go through Warsaw.

7. Transport

8. Telephones

9. Electricity

10. Events

The social event will take place on Wednesday evening. Information of the social event will be provided later.

It is an option of a touristic event:

- tour to the Salt Mine "Wieliczka" - it is an unique salt mine in Europe

http://www.kopalnia.pl/index.php?id_language=2&id_news=&action=&id_site=&language_change=1&

Note: for persons who would like to visit Wieliczka, please let know Ewelina Szczekocka before 31st August. We can arrange a guided trip. Cost shouldn't exceed 35-40 EUR per person incl. travel (about 15 km from Krakow) and lunch. The trip could take place on Thursday.

11. Time

We use two different time zones in Poland, so called: "summer time" (CEST - Central European Summer Time) and "winter time" (CET - Central European Time). Daylight saving time ends (change from CEST to CET) - 28 October 2012.

Please see link to check: http://24timezones.com/current_local/poland_time.php

12. Weather

In Poland temperatures in October can vary between 10-15 degrees, but sometimes could be warmer or colder, it depends on the year. Particularly in the night it could be relatively cold, so please consider to take an appropriate clothes - at least one warm sweater and a coat could be very useful.

13. Language

Polish language is in family of Slavonic languages (in the same family for instance Slovak, Czech, Russian, Belorussian, Slovenian).

In Poland we use latin alphabet with some additional local letters.

Basic words:

Dzień dobry - good morning, good afternoon

<http://en.pons.eu/dict/search/results/?q=good+morning&l=enpl&in=&lf=en>

Dobry wieczór - good evening

<http://en.pons.eu/dict/search/results/?q=good+evening&l=enpl&in=&lf=en>

Dziękuję - Thank you

<http://en.pons.eu/dict/search/results/?q=thank+you&l=enpl&in=&lf=en>

Dzięki - Thanks

<http://en.pons.eu/dict/search/results/?q=thanks&l=enpl&in=&lf=en>

Proszę - Here you are, welcome

<http://en.pons.eu/dict/search/results/?q=prosz%C4%99&l=enpl&in=&lf=en>

A useful link: <http://en.pons.eu/english-polish/>

14. Other

Information regarding history of the city , touristic opportunities and nice places to eat will be posted soon in another document. What we can recommend, is to visit at least the most spectacular ones, like:

Wawel Castle - <http://www.wawel.krakow.pl/en/>

Wieliczka -

http://www.kopalnia.pl/index.php?id_language=2&id_news=&action=&id_site=&language_change=1&

Old Town - http://en.wikipedia.org/wiki/Krak%C3%B3w_Old_Town

Kazimierz district - [http://pl.wikipedia.org/wiki/Kazimierz_\(Krak%C3%B3w\);](http://pl.wikipedia.org/wiki/Kazimierz_(Krak%C3%B3w);)

Some links:

<http://cracow-sightseeing.com/>

<http://www.kazimierz.zaprasza.net/>

<http://www.krakow.pl/english/>

15. Appendix 1 - Registration Form - Royal hotel



HOTEL ROYAL

Hotel Royal***, ul. Św. Gertrudy 26-29, 31-048 Kraków, tel.: +48 012 421 35 00, fax: +48 012 421 35 00, e-mail: royal@hotelewam.pl,
nr konta bankowego: 18 1020 2892 0000 5702 0197 7230, PKO BP

Registration form ISO conference

Name

Company

.....

Date of arrival

Date of departure

Telephone number

e-mail address

Signature

.....

*You are kindly requested to send the registration form by e-mail: royal@hotelewam.pl or by the
fax: +48 12 421 35 27 not later than 31.08.2012r.*

Grupa Hoteli WAM Sp. z o. o., 31-048 Kraków, ul. Św. Gertrudy 26-29, tel.: 012 618 40 10, fax: 012 421 28 58
www.hotelewam.pl, e-mail: biuro@hotelewam.pl, REGON: 356882180, NIP: 6762278406, KAPITAŁ ZAKŁADOWY: 175 273 000,00 PLN
KRS: 0000219989, Sąd Rejonowy dla Krakowa-Śródmieścia w Krakowie, XI Wydział Gospodarczy Krajowego Rejestru Sądowego

16. Appendix 2 - Invitation Letter Form

Warsaw, July 2012

Mr/Ms Full Name
Job Position
Organization

Subject: ISO/IEC JTC1/SC32 Meeting

Dear **Mr/Ms Full Name**

On behalf of the Polish Committee for Standardization (PKN), host of the ISO/IEC JTC1/SC32 Meeting, which will be held in Krakow between the 15th and 19th of October 2012, I am pleased to officially invite the following delegate to participate.

Full Name:
Organization:

Complete Postal Address:

Place (street, number):
Zip code and city:
Country:

Tel:

Fax:

E-Mail:

Gender:

Nationality:

Date of Birth:

Passport No:

Expiration Date:

Meeting You are Planning to Attend: ISO/IEC JTC1/SC32 Data Management and Interchange Meeting, Krakow, 15th - 19th October 2012

Arrival Date/Departure Date:

Polish Committee for Standardization (PKN) is the National Standards Body for all fields of standardization. PKN is a member of ISO, IEC, CEN and CENELEC.

The Meeting of ISO/IEC JTC1/SC32 is a very important event for the International Standardization.

Organization has the status of a member of ISO/IEC JTC1/SC32 for international standardization and a presence of its delegate is very important for a future reinforcement of cooperation.

If you have any questions, you can contact the following person:

Slawomir Wronski
email: slawomir.wronski@pkn.pl

Sincerely,

Signature of Head of Polish National Standardization Body
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