



ISO/IEC JTC1/SC7  
Software Engineering  
Secretariat: CANADA (SCC)

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## ISO/IEC JTC1/SC7 N2503

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**Title**                    Calling Notice & Venue Information - JTC1/SC7 WG7, WG10,  
WG18 Meeting, Moscow - Russia, October 29 - November 2, 2001.

**Source**                 JTC1/SC7 WG7 Convener

**Project**

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## Calling notice. WG 7, WG 10 and WG 18 meeting, Moscow, Russia October 2001

Working Groups WG 7, WG 10 and WG 18

29 October – 2 November 2001

### General information

WG 7, WG 10 and WG 18 will meet in Moscow, Russia. Parties interested in the work of WG 7, WG 10 and WG 18 are invited to attend the meeting. The working agenda and schedule will be distributed separately.

This will be the first ISO-meeting in software and systems engineering in Russia's history and the Russian organizers welcome the opportunity to host the meeting.

Dr. Askold Piyavchenko, the Chairman of Russian Technical Committee 22 "Information Technology", is the Chairman of the Russian organizing committee for the meeting.

Professor Vitaly Panov, the First Vice-President of the Russian Academy of Rockets and Artillery Science, is the Co-chairman of the Russian organizing committee for the meeting.

Professor Andrey Kostogryzov, the Chairman of the SC 7 "Software Engineering" of Russian Technical Committee 22 "Information Technology", is the Executive Secretary of the Russian organizing committee for the meeting.

The following information is intended to address any questions that you might have about the meeting. If you have any concerns, please direct these to Andrey Kostogryzov by e-mail at [akostogr@redline.ru](mailto:akostogr@redline.ru) or by Fax on +7 (095)-931-54-17 (from 28 May 2001).

**Note:** Andrey Kostogryzov will be inaccessible by e-mail from 4 June to 17 June so there may be some delay in that period.

### Meeting venue

The meeting will be hosted in the area of Moscow (Russia), at the Russian Academy of Public Administration under the auspices of the President of the Russian Federation. The Academy specializes in International and Russian Conferences and Exhibitions. For example, an International Medical Congress will be held there at the same time as the Working Group meetings.

The Academy territory is guarded and includes many restaurants, bars, shops, currency exchange, e-mail, photocopying facilities and other services.

The meeting delegates will be provided with a full working package at the Academy which is located 3 minutes walk from the metro (the underground or subway) "Yugo-Zapadnaya" and 20 minutes journey by metro from downtown to the Moscow Kremlin.

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## Travel

The Moscow International Airport "Sheremetyevo" provides connection to/from various American, European, Asian, Australian and African countries.

You will clear customs at the airport and Andrey Kostogryzov will meet delegates at the airport on 28<sup>th</sup> October. Subject to availability and provision of prior notice, arrangements may be made to meet people arriving earlier than the 28<sup>th</sup>.

Transportation from the airport to the Academy Hotel upon arrival takes around one hour and is included in the Facilities fee. For the return journey, it is easy to order a taxi independently with the assistance of the hotel administration and this will be cheaper than the standard service from the airport to the hotel.

## Visa requirements

A visa is required to visit Russia. As the host, the Russian organizing committee will handle this issue by arranging for a formal letter of invitation to be sent to every delegate from the Russian Ministry of Foreign Affairs.

Every delegate and accompanying person should have a special invitation from this Ministry. It will guarantee fast receipt of visas from the delegates' countries.

To facilitate such a letter of invitation, the host will need:

- the details requested on the Registration form
- a copy of the identity page from the passport for every individual (delegates and accompanying persons).

The fax of the current passport page should include:

- First name
- Surname
- Date of birth
- Place of birth
- Nationality (citizenship)
- Passport No.
- Date of issue
- Place of issue
- Expiration date.

Please fax the **Registration form** and **passport page copy** no later than **20 June 2001**. After this date the host cannot guarantee that the special invitation for a visa will be received in time for the meeting.

## Hotel accommodation

The Hotel of the Russian Academy of Public Administration under the auspices of the President of Russian Federation

Room	Rate with reservation (USD)	Note
1. Single	45	Without breakfast
2. Single, more comfortable	60	With breakfast
3. Two beds	50 (25 each)	Without breakfast
4. Two beds, more comfortable	80 (40 each)	With breakfast
5. High comfort (only 15 available)	95-120	With breakfast

**Note:** There may be minor changes after 1st September 2001 (the beginning of the new educational year), for example in order to pay for breakfast.

Hotel rooms do not have a dedicated Internet or e-mail facility but the Academy Service Centre does have these capabilities.

All rooms are quite comfortable. They have Moscow (local) phone, TV, toilet, bath, shower and refrigerator. The rooms that are more comfortable will have new furniture, more space and additional service materials such as shampoo.

The Academy hotel room is reserved only after advanced registration payment but the Registration payment does not cover the accommodation. The registration payment is a guarantee for organizers that a delegate is going to attend the meeting. If a delegate only registers on arrival, this will only be possible if there happens to be a room available.

You will pay for the Academy Hotel when you arrive from the airport i.e. on-site at the Hotel.

Payment may only be made in cash in Russian roubles. You can change cash easily from US dollars into Russian roubles at the Airport or Academy exchange or nearby at the metro.

Travellers cheques can be cashed at any bank including the Academy bank. It is possible to withdraw cash from an automatic teller machine (for example at the Airport) but there is none at the Academy. Assistance will be provided for those wishing to locate the nearest automatic teller machine on arrival.

## Fees

A receipt for fees will be provided.

## Facilities fee for Delegates

A Facilities fee for Delegates of USD 200 will be requested by **25 July 2001** to pay for the Academy Working Group rooms and facilities, to receive the special invitation from the Russian Ministry of Foreign Affairs and to initiate the hotel booking. Late and on-site registrations will incur a Facilities fee of USD 250.

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The pre-paid Facilities fee of USD 200 for delegates covers:

- The invitation from the Russian Ministry of Foreign Affairs (USD 20)
- WG 7, WG 10 and WG 18 room rental, Secretarial support, rental of computer projector, printers, photocopier (USD 9,000-11,000 in accordance with the delegate numbers and needs).

Based on estimates of attendance including local delegates, the equipment component will be USD 180 per delegate.

An on-site Facilities fee of USD 40 covers:

- Transportation from the airport to the Academy Hotel upon arrival (USD 30)
- Participant's bag (USD 10).

**Note:** If a delegate arranges a hotel independently through a local travel agency, then the transportation fee may be reduced by USD 30.

### **Facilities fee for accompanying persons**

A Facilities fee for accompanying persons of USD 20 will be requested by **25 July 2001**.

The pre-paid Facilities fee of USD 20 for accompanying persons covers:

- The invitation from the Russian Ministry of Foreign Affairs (USD 20)

An on-site Facilities fee of USD 30 covers:

- Transportation from the airport to the Academy Hotel upon arrival (USD 30).

### **Facilities fee refund on cancellation**

Refunds of the Facilities fee for cancellations will be handled as follows:

- Prior to 10 September 2001 will result in a full refund (except for a deduction for banking interest).
- Between 10 September 10 – 21 October 2001 70% of the fee will be refunded (except for a deduction for banking interest).
- After 21 October there is no refund.

### **Meals fee**

A Meals fee of USD 45 is requested to be paid at the start of the meeting to cover provision of the following to delegates:

- Mineral water, two coffee-breaks (USD 10 daily for four days and only half a day Friday)

**Note:** If a participant will be at the meeting less than five days, then the coffee break fee may be reduced by USD 10 per day.

Lunches will be arranged independently by Delegates and paid individually.

## Currency

All payments are made in Russian roubles as cash, including for the hotel accommodation, as paying by credit card is not widely distributed in Moscow. (for example, 1 USD is approximately 29 roubles in May 2001).

Cash in USD may be easily exchanged to roubles at many exchange points, including the exchange point in the Academy Hotel. You can also use your credit card (Visa, MasterCard only) for withdrawing USD cash from an automatic teller machine.

## Electronic working

An Internet connection will be provided for the meeting independently through the existing facility at the Academy Service Centre. This will necessitate an additional payment at this Service Centre. The cost for this service is about USD 0.03 per minute.

As usual Working Group 7 will work electronically. Delegates need to bring an Ethernet LAN card and cable. Network hubs will be arranged by the WG 7 Secretariat. Refer to WG 7 N0406 TCP/IP LAN information for WG 7 (Version 2).

## Office facilities

Each Working Group will be provided with one computer projector and access to a printer and a photocopier.

## Work program

The work program for the week is as follows:

Day	Activities
October 28 (Sunday)	Welcome - Registration.
October 29 (Monday)	Work.
October 30 (Tuesday)	Work.
October 31 (Wednesday)	Work in the morning.
November 1 (Thursday)	Work.
November 2 (Friday)	Work in the morning.

## Social program

The optional social program will be very interesting and busy. The Events fees cover all the costs of events (with guide in English) and delivery by comfortable bus.

Please pre-pay for the events by **10 September 2001** to guarantee your booking.

### Events fees

Day	Social event	Advance (by 10 September) (USD)	Late or on-Site (USD)
October 29 (Monday)	Evening Moscow excursion.	20	25
October 30 (Tuesday)	Social dinner.	50	50
October 31 (Wednesday)	The Moscow Kremlin. Armory Chamber "Oruzheynay Palata".	30	35
November 1 (Thursday)	Theatre: Classical ballet or opera.	65 (the pit) 45 (the circles)	80 (the pit) 60 (the circles)
November 2 (Friday)	The State Tretyakov Gallery.	25	30
November 3 (Saturday)	The Diamond Fund of the Russian Federation (located in the Kremlin).	30	35
	A Great Princes' mansion, then a Tsars' mansion (XIV-XVII centuries) "Kolomenskoe".	20	25
<b>Total</b>		<b>240 (220)</b>	<b>280 (260)</b>

**Note:** Seats for the Bolshoi Theatre are guaranteed **only** if you pay in advance.

## Registration

Book by faxing the Registration form to **+7-(095)-931-54-17** (from 28 May 2001), where 7 is the international dialling code for Russia and 095 is the area code for Moscow.

Please send a copy of the completed registration form by E-mail to [akostogr@redline.ru](mailto:akostogr@redline.ru). The Academy hotel accommodation is also reserved from the Registration form.

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## Advanced payment

Facilities fees and any Event fees should be paid in USD and forwarded by bank transfer to the following account. The only other method of payment is on-site in cash.

Title: Andrey Kostogryzov

Account: 42301840000000018662

Bank: IMPEXBANK, Moscow, SWIFT IMPERUMM

acc. 000 307 050

in HSBC Bank USA, New York

(MRMDUS33)

Please:

- Annotate the payment with the name of the delegate and "WG 7 meeting".
- Send a copy of the bank transfer to fax: **+7-(095)-931-5417**.

**Note:** This approach is similar to that used for the Nantes (1999) meeting and has been taken to significantly reduce the costs by avoiding the fees required for special licences for International forums or for named accounts such as are used by companies. The account is overseen by the bank, Chairman (Askold Piyavchenko), Co-Chairman (Vitaly Panov) and is subject to tax inspection.

## Other information

### Electricity supply

The power supply is 220 volts and 50 Hertz with a two-pin cylindrical plug.

### Tipping

Tipping is not the rule in Russia.

### Time zone

The time zone for Moscow is UTC +3.

### Weather

The weather is pleasant although unpredictable. It may be sunny, cloudy, rainy or frosty, in any case fresh, ranging from 0° to 10° Celsius (32° to 50° Fahrenheit).

## About Moscow

Nowadays Moscow is the capital of Russia. The first written mention of Moscow is in 1147 and it is considered as the year of Moscow's birth. The territory of modern Moscow is 1901 square kilometers. Moscow occupies only 0.01% of Russian territory but its population is 6% of the total population of Russia. The number of permanent citizens of Moscow is about 9 million people. There are representatives of 130 nationalities living in Moscow.

Please complete the Registration form and return it before **20 June 2001** for the special invitation and advanced registration to:

Andrey Kostogryzov

- E-mail: [akostogr@redline.ru](mailto:akostogr@redline.ru)
- FAX: +7 -(095)-931-54-17 (from 28 May 2001).

**Table 1 - Key dates**

<b>Date</b>	<b>Item</b>
20 June 2001	Submit registration form and passport page copy.
25 July 2001	Pre-payment of USD 200.
10 September 2001	Pre-payment for social events.
1 October 2001	Final confirmation of arrival date and time.
On arrival	Payment for airport transfer (USD30), bag (USD10) and meals (USD45).

**Registration Form****For delegates and accompanying persons**

**ISO/IEC JTC 1/SC 7 WG 7, WG 10 and WG 18**  
29 October – 2 November 2001, Moscow, Russia

**Staff use only**

Registration No. \_\_\_\_\_

Title: \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position \_\_\_\_\_ Institution, Company \_\_\_\_\_

Full business details \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Participation: WG 7  WG 10  WG 18 

Accompanying Person's Names \_\_\_\_\_ and \_\_\_\_\_

Special meals: \_\_\_\_\_

**Facilities fee** (*Please select the relevant payment*)

Participants for 29 Oct – 2 Nov 2001	Advanced registration (Before July 25, 2001)	Late and On-Site registration (Cash only)
Delegate	<input type="checkbox"/> USD 200	<input type="checkbox"/> USD 250
		+ <input type="checkbox"/> USD 30 + <input type="checkbox"/> USD 10 + <input type="checkbox"/> USD 45
Accompanying person	<input type="checkbox"/> USD 20	<input type="checkbox"/> USD 50
		+ <input type="checkbox"/> USD 30

Date of Arrival: \_\_\_\_\_ Flight (if available) \_\_\_\_\_ Airline \_\_\_\_\_ Time of arrival \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Flight (if available) \_\_\_\_\_ Airline \_\_\_\_\_ Time of departure \_\_\_\_\_

Airport of arriving/departure: Sheremetyevo-II (SVO) (change if other)**Method of payment** (*except on-site registration*)

The Facilities fee should be in USD and forwarded by bank transfer to the account:

Title: Andrey Kostogryzov

Account: 4230184000000018662

Bank: IMPEXBANK, Moscow, SWIFT IMPERUMM

acc. 000 307 050 in HSBC Bank USA, New York (MRMDUS33)

Please, note "Name(s) of participant(s). WG meeting "

**Hotel Reservation** (please indicate your choice in box )I will book a hotel through my local travel agency I request a booking at the Academy hotel (desired room: \_\_\_\_\_) 

Signature \_\_\_\_\_ Date \_\_\_\_\_